



BISHOP WORDSWORTH'S SCHOOL GRADUATE ASSISTANT (SPORT / ADMIN) VACANCY SEPTEMBER 2021



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The School

Bishop's is a unique school in a unique place. Pupils come to us from all types of background, united by their aptitude for an academic education. It is our privilege to foster every pupil's ability and equip him to excel.

The school is renowned for its strong academic tradition and outstanding results, but educational quality here goes well beyond examinations. We fuel pupils' wider intellectual curiosity, promote artistic expression, and give opportunities for leadership and personal development. A day at Bishop's brings genuine breadth of activity, challenge and pace, making this a stimulating environment for staff and pupils alike.



History and tradition

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate over 1000 pupils aged between 11 and 18 and from this academic year over 40 sixth form girls. Under the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which pupils are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

Admission on ability

As a Church of England Grammar School and Academy, we set our own entrance test and policy on admissions. Any pupil living within reasonable travelling distance of Salisbury is welcome to apply and pupils from the broadest range of schools and backgrounds thrive here.

High expectations and high achievement

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, continuously supporting and encouraging pupils to give full commitment to all that they do. Well aware of our expectations, the pupils relish the opportunity to aim high and achieve their goals. Every pupil is encouraged to find something at which he excels and to develop self-confidence as a result.

Christian values

Our Church school ethos permeates the fabric of life here – from regular worship in the Cathedral and our Chapel, through religious education, to the way we operate as a community. We welcome pupils of all faiths or none, but the Christian values of concern for one other, respect and tolerance provide a moral compass that influences everyone, both personally and culturally.

Spirit of togetherness

As the school motto *veritas in caritate* (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make pupils feel valued and welcome. Within each year there are five tutor groups of around 30 pupils, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier pupils are, the quicker they will settle in and flourish. Through the house system and a host of other activities pupils mix across years, fostering a close community in which older pupils can become friends and mentors to their younger peers. If problems arise the form tutor or the relevant Head of School are the first points of contact and Heads of School operate an 'open door' policy whenever possible.



Academic life

Rigour, depth and breadth characterise academic life at Bishop's. Pupils enjoy being taught by highly qualified subject specialists. Teachers teach so that pupils do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi. Throughout, we aim to engender a passion for learning and the skills to pursue that passion independently. In and out of school there are countless opportunities for pupils to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

Extra-curricular

A broad extra-curricular programme helps pupils to understand more of the world, to challenge themselves and to grow as individuals. At Bishop's we aim to provide many and varied opportunities, so that every pupil has the chance to find new interests and achieve great things. Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of pupils who give their best to an activity they enjoy.



BWS 1st XV at the NatWest Schools' Cup Final at Twickenham - 29 March 2017



The opportunities to experience activities here and abroad are immense.

Music is very strong at Bishop's, and many pupils have instrumental lessons at all levels. As well as touring abroad and in the UK, the Choir performs regularly for school occasions in the Cathedral. Pupils play in wind bands, brass and string ensembles, and often collaborate to form rock bands of their own.

Drama thrives too, with every age group having opportunities to take part either in clubs or productions. Through our vibrant Art department pupils can develop their talents both in and out of lessons. Theatre and gallery trips feature regularly, as do plays, musicals and concerts on a variety of scales. Over 40 clubs and societies meet during lunch breaks or after school.

A pupil can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense: from Outward bound and community service to fieldwork, expeditions and cultural exchange, all pupils will have the chance to give it a go.

School Routine

Lower School (Years 7 & 8)

The routine of daily life for Years 7-8 at BWS is organised and run by the Lower School Office who monitor the academic progress of the pupils through the analysis of report data and receive information from all aspects of pupils' schooling, including rewards and sanctions, so that they can both support and challenge pupils to do their best. Largely, pupils are taught within their tutor groups and follow a common timetable. Many departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum, and the knowledge, understanding and skills that pupils acquire lay solid foundations for their future studies.

Middle School (Years 9 to 11)

The School places great emphasis on ensuring that pupils achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of School life. The Staff endeavour to work closely with parents in ensuring that pupils spend their time at School profitably but happily. In the Middle School this policy is carried out by working closely with pupils and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the team maintain regular contact with Middle School pupils and with one another and regularly meet with the Headmaster to discuss pupils' progress.

Sixth Form

Almost all pupils stay on into the Sixth Form, where they are offered a broad academic curriculum, supported by stimulating enrichment courses. We have been teaching female students through a partnership arrangement for many years and are excited that from September 2020 BWS Sixth Form has become fully co-educational with 43 girls joining our sixth form this year.

Bishop's is a tight-knit community of over 1000 students; about a third of these are in the Sixth Form, including about 140 Year 12 students who join us after Year 11. In the last Ofsted inspection both the school and the Sixth Form were rated 'Outstanding' with the inspector noting that 'The school provides an outstanding Sixth Form where students are extremely well prepared for academic studies at university and develop as well-rounded young people. Expectations are high and standards achieved in A-Level examinations are outstanding.' Most students go on to Higher Education and we have a superb record in university entrance, with many embarking upon the most demanding disciplines at leading universities, including a very proud record of success at Oxford and Cambridge. Our school is renowned for its strong academic tradition and outstanding results – however we see our role as going much further than providing our sixth formers with an excellent base for university entry and preparation for employment. We are also very proud of the rich mixture of extra-curricular opportunities that our students enjoy, including sport, music and drama. Our Sixth Form is further strengthened by strong pastoral and academic support – we are a caring community in which the needs of individuals are given great emphasis.





Sport Overview at Bishop Wordsworth's School

BWS has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our pupils to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence. The school's broad range of sport activities provides students with a well-rounded, balanced education catering for a wide range of talents and interests and adds great enjoyment to student's school life.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life, to inspire and motivate all our pupils to lead happy, purposeful and responsible lives. We strive for national recognition across a wide range of sports and compete on a local, regional and national level, with a multitude of sports available and success achieved across the board. We also encourage our students to compete outside of school in order to gain an invaluable team and social experience, this enables both BWS and the clubs to benefit from a more knowledgeable, experienced and skilled pool of talent.

Sport and physical activity provides an environment where we are able to learn most about ourselves and others. Out on the playing fields, in a cave, out in the woods or half way up a rock face we often find ourselves doing things, thinking things and surprising ourselves like never before. physical activity and developing a physical literacy stimulates not only the body but also the mind and facilitates a making of bonds with others that are not easily broken. Here lie some of the key reasons why physical activity is central to BWS, the building of skills, the building of friendships and the building of individuals motivated and determined to go out and enrich the world in which we all live.

Team BWS

Established to ensure all sports are given equal parity. With an emphasis on fitter, faster, stronger, the values of support, commitment and determination to do our best are followed and established in all the sports. Team BWS is at the core of our ethos for promoting physical health, social interaction, and personal improvement, providing every pupil with the opportunity to represent the school. Our House, Curriculum and Community programs also offer other team and individual opportunities. With highly consistent results across all sports, BWS aims to give the best possible coaching and it expects the same levels of commitment and work rate back, to ensure continued success. As part of team BWS we regularly tour to countries including Australia, Argentina, South Africa, Canada, Italy and Japan.



Distinguished sportsmen educated at Bishop Wordsworth's School have included:

Rugby

- Tom Heathcote (Bath, Edinburgh, Worcester, Scotland)
- Richard Hill (Saracens, England, British and Irish Lions)
- Richard Hill (Bath, England)
- Dave Egerton (Bath, England)
- Marcus Olsen (Bath, England U21)
- Cadan Murley (Harlequins, England U20)

Football

- Monty George (Salisbury, Portsmouth, England U18)

Hockey

- John Shaw (England and Great Britain)
- Jonathan Copp (England and Great Britain Olympic coach)

Equestrian

- Eden Ormerod (England Polo)

Athletics

- Dr Ian Gilmour (Great Britain & Scotland)

For further details please see the website <http://www.bws-school.org.uk/Sports/>

BWS Sports Twitter Feeds 

@BWSRugby/@BWSBasketball/@BWSFootball/@BWSTennis /@BWSAthletics



@bwssport / @bwsrugby / @bwscricket



The Team

Director of Sport:

Mr Richard Demain-Griffiths

PE Teachers:

Mr Lee Duckett (Master i/c Basketball/Athletics)
Mr Marcus Hole (Head Groundsman / Master i/c Netball)
Mr James Oldham (Head of Outdoor Education / Master i/c Football)
Mr Mark Roca (Master i/c Cricket)
Mr Pat Griffey (Master i/c Cross Country)
Miss Ellie Stimpson / Miss Dizz Dickson

Graduate Assistants:



Bishop Wordsworth's School

Person Specification – Graduate Assistant

The following are essential or desirable characteristics associated with the post of a Graduate Assistant at Bishop Wordsworth's Grammar School. Evidence will be drawn from the application form and explored at interview.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically re referred to above.

	Essential	Desirable
Qualifications		
❖ Graduate (or recognised alternative)	✓	
❖ Relevant qualifications (coaching, first aid)		✓
Knowledge, skills & abilities		
❖ Understanding the importance of Safeguarding and Child Protection	✓	
❖ Strong organisational skills; time management and ability to multi task	✓	
❖ Flexible working	✓	
❖ Evidence of the ability to develop and maintain a warm, respectful and valued rapport with young people.	✓	
❖ Demonstrable enthusiasm and interest in sport / games and co-curricular activities.	✓	
❖ Experience of working with children / young people in an academic or competitive environment.		✓
❖ Familiar with Microsoft Office software	✓	
❖ Awareness of the nature of a grammar school education.		✓
Personal Qualities		
❖ Positive role model, demonstrating self-motivation and mature interpersonal skills		✓
❖ High personal and professional standards, including recognition of the confidentiality issues impacting upon work in a school (eg access to sensitive pupil medical or family information).	✓	
❖ Excellent personal presentation and verbal communication skills	✓	
❖ Energy, enthusiasm and a sense of humour	✓	
❖ Willing to live within the School community and a flexible approach to duties undertaken, including involvement in community life	✓	
❖ Decisiveness, a positive attitude and a creative outlook	✓	
❖ Resilience, determination and professional integrity	✓	
❖ Reliable and resourceful	✓	
❖ An ability to build positive working relationships with colleagues	✓	
❖ An ability to work effectively as part of a team and to work independently	✓	
Other		
❖ A willingness to engage fully with continuing professional development	✓	
❖ A recognition of the importance of personal responsibility for Health and Safety	✓	
❖ Ability and willingness to contribute to the wider life of the School	✓	





GRADUATE ASSISTANT JOB DESCRIPTION

Subject to Bishop Wordsworth's School's Contract of Employment

Postholder:	TBC
Accountable To:	The Postholder will work under direction from the Director of Sport
Remuneration & Benefits:	£11,000 for the duration of the appointment. Free accommodation within the School including free breakfast and lunch from the school canteen during term time may also be provided.
Hours:	This is a full-time post and includes some evening and weekend working as required.
Tenure:	This is a fixed-term appointment for the academic year, from 1 September to the end of the summer term.

Key purpose:

The Graduate Assistant (GA) role provides essential support to pupils and staff, particularly in respect of co-curricular activities (sports, trips, events etc). Specifically, GAs encourage and mentor pupils whilst ensuring their health & safety is protected.

MAIN TASKS:

Sporting / Outdoor activities	<ul style="list-style-type: none"> • Provide coaching to pupils during their on-site PE lessons / Sports practices and off-site visits (eg match days). This will include weekend and evening working where required. • Support the work of the Sport/PE Department through assisting with preparation for activities, supervision of pupils and similar, including support for BWS Adventure.
Academic / Pastoral support	<ul style="list-style-type: none"> • Support the work of the school through attendance and involvement with events such as open days and evenings, school tours and major school events. • Support the work of a School Department, as allocated (eg administration, teaching support, cover supervision or preparation of materials). • Following a full briefing on regulations and protocol, invigilate examinations. • Assist with administration of internal examinations, as and when required.
Development Office Support	<ul style="list-style-type: none"> • Where required (and following suitable training) undertake administrative duties to support the work of the BWS Development Office, for example data input and web posts • Where required take responsibility for social media posts across the school to publicise events and help build the school's digital presence • Assistance with marketing activities for the school where required
Additional responsibilities	<ul style="list-style-type: none"> • Undertake coaching courses, inset days and similar professional development as is required. • Ensure understanding of and compliance with, school policies and procedures, particularly in respect of safeguarding and health & safety.



EXPECTATIONS OF A GRADUATE ASSISTANT:

- **Coaching of games (mostly afternoons)**

You should expect to be involved in the coaching of games each afternoon of the week (including Saturday where required, which are usually match days).

According to your level of expertise, you should expect to run a team in the major game of the term.

The Graduate Assistant may also be involved in supervising the Gym and Sports Hall and supporting the delivery of programmes to develop fitness and rehabilitation.

It is possible, that on certain occasions a Graduate Assistant might be asked to help in another area – eg to provide additional staffing for BWS Adventure Activities.

- **Academic Departments (mornings)**

You should expect to perform most of your curriculum related work in PE/Sport but there will be an expectation that you will be employed to cover for absent teachers where necessary. This will involve supervision of a classes, enforcing good discipline and ensuring the students get on with doing the work that has been set by the absent teacher.

- **Residential Activities**

The Graduate Assistant should expect to be involved in a number of residential activities during the course of an academic year. Regular events include an annual residential trip to Pencelli and residential activities related to the Duke of Edinburgh Award. There will also be other trips available including field trips and sports and music tours which you may be needed for.

- **Invigilation**

During examination periods (especially January and May/June) you will be required to invigilate on more occasions than would be considered the average for a teacher. You may be asked to assist with the administration of internal examinations.

- **Board and Lodging**

Breakfast and lunch will be provided by the School during term-time, though your accommodation will facilities. You will have access to a washing machine in close proximity to your accommodation.

You will have full use of your accommodation during the holidays as well as in term-time, for the duration of your contract. It is most likely that you will be sharing with another Graduate Assistant or Trainee Teacher. You may **not** invite anyone else to live there with you. The School will pay for gas, water, electricity and the Council Tax. It is important that the accommodation be left in a good and tidy state when it is vacated at the end of the period of appointment. The School reserves the right to levy a final cleaning and clearing charge and recover the cost from the Graduate Assistant by deduction from the final wage, if necessary.

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Postholder and the Headmaster or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.



