



**TUDOR
HALL**

Graduate Assistant
(Sport)
INFORMATION PACK



The Schools

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways — academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2023 42% of A level grades were A*/A and 68.8% A*-B. At GCSE, 49.4% of grades awarded 9-7 (A*-A) which is above the Independent School sector average and 79% of grades were awarded 9 - 6 (A*-B).



Carrdus School

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3 to 11 years old. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



For further information about the schools, please visit www.tudorhallschool.com and www.carrdusschool.co.uk

Graduate Assistant (Sport)

Job description

The Director of Sport leads a large and highly skilled department dedicated to helping our pupils develop a lifelong appreciation for the health benefits, both physical and mental, of regular exercise as well as excellence in team and individual sports. Facilities include a Sports Hall, astroturf, playing fields, covered swimming pool, netball and tennis courts. The department currently offers GCSE PE and both A level and BTEC Sport as well as Games and PE lessons for all year groups.

The Graduate Assistant (Sport) will play a significant role in the teaching of PE and Games across the whole school, assisting sports staff with PE/Games lessons, Co-Curricular sports clubs and with preparing teams for fixtures. The Graduate Assistant will be expected to be available at all times that school sport takes place, including Saturdays and occasional Sundays during term-time. The successful candidate will either play, or have played lacrosse, hockey, netball, cricket or tennis to a high level, and/or have coaching experience. It will be an advantage to offer more than one sport to a high level.

The specific responsibilities of the Graduate Assistant (Sport) include, but are not limited to:

- assisting with PE lessons, as required;
- coaching on games afternoons;
- leading a team in lacrosse, hockey, netball, cricket or tennis, subject to playing and/or coaching experience, including accompanying the team to matches and umpiring/refereeing if necessary;
- supporting lessons in the organisation of equipment and resources;
- opportunities to assist in a boarding house;
- assisting with the weekend programme;
- opportunities to supervise pupils on school trips and expeditions;
- opportunities to assist with GCSE and A Level PE lessons;
- coaching/supervising evening sport practices.



Personal qualities required

The successful candidate will be:

- a university graduate;
- a superb sports person;
- a positive, professional role model inspiring pupils to achieve the highest standards in sport;
- able to motivate and enthuse pupils of all ages and abilities to understand the importance of physical well-being;
- a good team player with a flexible and positive approach;
- able to communicate effectively and possess good interpersonal skills;
- enthusiastic and interested in the education and welfare of young people;
- naturally able to get on with, support, understand and command the respect of girls aged 11-18;
- reliable, punctual and have a strong work ethic;
- committed to the full boarding ethos of the school;
- able to support and extend the co-curricular life of the school;
- an ambassador for Tudor Hall at all times;
- good initiative and independence.

General

Tudor Hall is committed providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

All graduate assistants will be accommodated on-site, in shared accommodation.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.



Terms and conditions as per Employment Contract

Post:	Graduate Assistant (Sport) One Year Fixed-Term Contract
Hours:	During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year. Next salary review 1st September 2019.
Probation period:	One year
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	All employees are auto enrolled into a pension scheme after three months' service. Details are provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: <ol style="list-style-type: none"> In the first three months of service — 7 days. In the first year of service, after three months — 4 weeks. After the first complete year of service — 8 weeks.
Notice:	Within the first year by you giving the school not less than 4 weeks' written notice and thereafter not less than 12 weeks' written notice of termination of employment. By the School giving you written notice of termination of employment as follows: during the first four years of continuous employment not less than four weeks' notice; during the fifth to twelfth years of continuous employment not less than one weeks' notice for each complete year of continuous service; after twelve years of continuous employment not less than twelve weeks' notice.
Benefits:	Free meals when available, 60% day fee pupil discount, 60% discount at Carrdus School (pro rata for part-time staff).

How to apply

Send a covering letter addressed to the Headmistress Ms Julie Lodrick summarising your suitability for the post along with a completed application form to Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: recruitment@tudorhallschool.com

Applications will be assessed in order of receipt. Please apply as soon as possible and not later than 13:00 Friday 23rd February. Interviews will take place the following week.



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Wykham Park, Banbury, Oxfordshire OX16 9UR www.tudorhallschool.com