

S. ANSELM'S SCHOOL

JOB DESCRIPTION

Residential Graduate & Gap Assistant – Sport and Boarding

Location: S. Anselm's School, Bakewell, Derbyshire

Salary: Competitive, dependent on experience and agreed working arrangements, with on-site accommodation and weekday meals provided.

Hours: Full-time, term-time, including agreed evening and occasional weekend duties. A planned working rota will be provided.

Contract: Fixed-term, normally for one academic year.

Responsible to: Head of Boarding, working closely with the Games Team and wider teaching staff.

Responsible for: Supporting the delivery of sport, boarding and extracurricular activities, and contributing to the pastoral care, supervision and wider school experience of pupils.

Occupational Requirement: Female applicants only, subject to confirmation that this is a genuine and proportionate occupational requirement under Schedule 9, Part 1 of the Equality Act 2010.

Purpose of Role

To provide enthusiastic, reliable and practical support across the school's sporting and boarding programmes, with a particular focus on girls' sport, physical education and the appropriate supervision of female pupils during sporting activities.

The Residential Graduate & Gap Assistant will work closely with the Games Team, Head of Boarding, teaching staff and wider school team to support the delivery of physical education, games, sporting fixtures, extracurricular activities and the daily routines of boarding life.

A key aspect of the position will be supporting female pupils during sporting activities, including providing appropriate supervision within girls' changing facilities where required. The successful candidate will also help promote and develop girls' sport across the school, encouraging participation, confidence, teamwork and enjoyment of physical activity.

This is a varied and rewarding role, ideally suited to a school leaver taking a gap year, university student or recent graduate with a genuine interest in sport, education and working with children. The position offers an excellent opportunity to gain practical experience within an independent preparatory school while becoming an active and valued member of the school community.

Although the primary focus will be sport and boarding, the successful candidate will also be expected to contribute positively to the wider life of the school and provide additional support where reasonably required.

Key Responsibilities

Sport, PE and Games

- Assist the Games Team and teaching staff with the preparation and delivery of PE lessons, games sessions and sporting activities across the school.
- Support the coaching and development of girls' sports teams, helping pupils build their skills, confidence, teamwork and enjoyment of physical activity.
- Provide appropriate supervision of female pupils before, during and after sporting activities, including within girls' changing facilities where required and in accordance with safeguarding procedures.
- Support the organisation, preparation and supervision of sporting fixtures, tournaments, competitions and school sports events.
- Assist with coaching and leading sports activities under the direction of appropriately qualified staff and within the individual's experience and capabilities.
- Accompany pupils and staff to home and away fixtures, including occasional weekend sporting commitments.
- Help prepare, organise, maintain and safely store sports equipment and resources.
- Support the delivery of extracurricular sports clubs, activities and school competitions.
- Encourage pupils of all abilities to participate in sport, promoting teamwork, confidence, resilience and good sportsmanship.
- Work collaboratively with the Games Team to maintain appropriate supervision, safeguarding and pupil welfare arrangements during and after sporting activities.

Boarding and Pastoral Support

- Support the Head of Boarding and boarding staff in providing a welcoming, safe and supportive environment for boarding pupils.
- Assist with the daily routines of boarding life, including morning preparations, mealtimes, evening activities, supervised study and bedtime routines.
- Help plan, organise and supervise recreational activities for boarders, including sports, games, creative activities and occasional weekend outings.
- Build positive and professional relationships with pupils, encouraging independence, responsibility and respectful behaviour.
- Support pupils' general wellbeing and contribute to a positive, inclusive and caring boarding environment.
- Assist with maintaining the organisation, tidiness and general presentation of boarding communal areas.
- Undertake agreed evening and weekend boarding duties as part of a planned staff rota.
- Communicate any concerns relating to pupil welfare, behaviour or safeguarding promptly to the appropriate member of staff.
- Work collaboratively with boarding staff to ensure appropriate supervision and consistency in the care of pupils.

Wider School Support

- Assist with pupil supervision during breaktimes, lunchtimes, extracurricular activities and school events as required.
- Provide practical support to teaching staff during classroom activities, educational visits and enrichment opportunities where appropriate.

- Assist with the preparation and organisation of school events, including sports days, open days, performances and community activities.
- Support the organisation and movement of equipment, resources and materials needed for school activities.
- Contribute positively to the wider school community by supporting colleagues and participating in school life.
- Act as a positive role model for pupils, demonstrating enthusiasm, professionalism, kindness and respect.
- Undertake other reasonable duties appropriate to the role, as directed by the Headteacher or relevant senior staff.

Safeguarding, Health & Safety and Professional Conduct

- Promote and safeguard the welfare of all pupils in accordance with the school's safeguarding and child protection policies.
- Maintain appropriate professional boundaries with pupils at all times, particularly within the residential boarding environment.
- Respect pupils' privacy, dignity and individual needs when carrying out supervision and pastoral responsibilities.
- Follow school policies and procedures relating to safeguarding, behaviour management, health and safety, confidentiality and data protection.
- Report any safeguarding or welfare concerns immediately through the school's established reporting procedures.
- Support the safe supervision of pupils during sporting, boarding and extracurricular activities.
- Participate in safeguarding, health and safety, first aid and other relevant training as required.
- Work within the limits of individual qualifications, experience and training, seeking guidance from senior colleagues when appropriate.
- Ensure that residential accommodation and personal conduct are consistent with the school's expectations and safeguarding requirements.

Person Specification

Essential

- Female, where this has been established as a genuine occupational requirement under Schedule 9, Part 1 of the Equality Act 2010, owing to the specific supervision and privacy-sensitive responsibilities of the position.
- Applicants must have an existing right to work in the UK. Please note that visa sponsorship is not available for this role.
- A genuine enthusiasm for working with children and young people.
- A strong interest in sport, physical activity, school life and supporting the development of girls' sport.
- A positive, friendly and approachable manner.
- Good communication and interpersonal skills.
- A reliable, responsible and flexible approach to work.
- The ability to work effectively as part of a team and follow instructions.
- A willingness to contribute to boarding life, including agreed evening and occasional weekend commitments.
- The ability to act as a positive role model and maintain appropriate professional boundaries.
- An understanding of the importance of safeguarding, confidentiality and pupil wellbeing.
- A willingness to undertake relevant training and professional development.

Desirable

- Experience participating in or coaching sports such as hockey, netball, cricket, football, swimming or other school sports.
- Previous experience working with children or young people through schools, sports clubs, holiday camps or volunteering.
- Experience supporting girls' sports teams, coaching or sporting development.
- An interest in pursuing a career in education, sports coaching, pastoral care or a related field.
- Relevant coaching, first aid, lifeguarding or other sports qualifications.
- A full UK driving licence.
- Previous experience of boarding school life, either as a pupil or member of staff.

Accommodation and Benefits

As a residential member of the school community, the successful candidate will benefit from:

- On-site accommodation provided as part of the employment package.
- Meals provided during the working week.
- The opportunity to live and work in the beautiful Peak District.
- Practical experience in sport, coaching, education and boarding.
- A supportive and welcoming school community.
- Access to relevant training and professional development opportunities.
- Experience working alongside qualified teachers, sports coaches and experienced boarding staff.
- Opportunities to participate in a wide range of school activities and events.

Accommodation arrangements, including availability during school holidays, will be confirmed as part of the employment offer.

Training and Development

S. Anselm's is committed to supporting the development of its staff and providing opportunities to gain valuable professional experience.

The successful candidate will receive an appropriate induction, including safeguarding, health and safety, school procedures and boarding expectations.

Ongoing guidance and support will be provided by experienced colleagues, with opportunities to develop confidence and practical skills in sports coaching, pupil supervision, pastoral support and wider school operations.

Additional Information

This is a residential position, and the successful candidate will be expected to contribute actively to the wider life of the school.

Working hours will be arranged around the school timetable, sporting fixtures and boarding requirements. A planned rota will establish agreed duties, rest periods and time off, including arrangements for evening and weekend commitments.

The provision of on-site accommodation does not mean that the employee is expected to be on duty or available outside their agreed working hours.

The Residential Graduate & Gap Assistant will work under the direction and supervision of experienced members of staff and will not be expected to undertake responsibilities beyond their training, experience or level of authority. The role does not replace the school's designated boarding staffing or supervision arrangements.

Equality and Occupational Requirement

The school has identified specific duties associated with this position involving the supervision of female pupils during sporting activities, including within girls' changing facilities where appropriate same-sex supervision is required to protect pupils' privacy and dignity.

Subject to a documented assessment confirming that the requirement is necessary and proportionate, the school considers being female to be an occupational requirement under Schedule 9, Part 1 of the Equality Act 2010.

S. Anselm's School is committed to equal opportunities and welcomes applications from suitably qualified candidates who meet the requirements of the position.

Safeguarding Statement

S. Anselm'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 applicant will be subject to appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check, relevant barred list checks where applicable, references and other safer recruitment requirements.

This job description outlines the main responsibilities of the position but is not intended to be exhaustive. Duties may be reasonably adjusted to meet the changing needs of the school.

How to Apply

Please submit your CV, completed application form and covering letter to:

Jobs@anselms.co.uk

Closing date: 6 November 2026

Interviews: Week Commencing 9 November 2026

Early applications are encouraged, as we reserve the right to interview and appoint before the closing date.