



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking to appoint a

Sports Graduate (Hockey, Football or Netball specialism)

Would you like the opportunity to work within a school environment?

**We are looking for candidates with an interest in sport and education
From September 2025 – July 2026
Term Time Only**

Duties for the graduate will include:

- Participating in the day to day activities of the school
- Provide assistance and lead sessions across all sports
- Have a particular area of strength in either hockey, football or netball
- Assisting in the preparation for and taking of fixtures with other schools
- Supporting with general duties in the school
- Assisting with school events and trips

The successful candidate will:

- Have a good standard of education and hold a relevant sports or coaching degree
- Have good IT skills
- Be able to communicate effectively verbally and in writing.
- Be able to work as part of a team
- Have a willingness to partake in swimming pool lifeguard training or hold a relevant qualification

Both residential and non-residential applications will be considered

Further details and an application form can be obtained at the School's website
<https://www.greatwalstead.co.uk/about-us/employment-opportunities>

Great Walstead School, Lindfield, Haywards Heath, West Sussex RH16 2QL Telephone 01444 483528

The closing date is noon on Friday 21st February 2025

Applicants will be considered as they are received, and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service.

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website

Great Walstead School is part of the Ardingly College group of schools



Job Description

Job Title: Sports Graduate
Responsible to: Director of Sport/Deputy Head

Main Purpose of Role

- To assist with general duties in the school, primarily located in the sports department
- To communicate positively with pupils, parents and colleagues.
- To be a proactive and committed member of the school
- To take responsibility for other tasks in and around the school

Key Responsibilities

Sports Department Duties

- PE and Games lessons – leading and assisting across all core sports
- Assisting with major sports events or trips (including residential trips away from school)
- Support the weekly department admin tasks such as collating team sheets and transport lists
- Coach a team for fixtures against other schools (occasionally after school and at weekends)
- Assist with one early morning sporting activity each week

School Duties

- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties. All staff are expected to attend training days as required by the Headmaster.
- Break time supervision duty
- Assisting with after school events including parents' evenings and plays where necessary
- Assist in various sections of the school as guided by Deputy Head
- Support Wrap Around Care provision when required
- Eat all meals with the children as available.
- Reflect the school's ethos when dealing with parents, children and the local community.
- Demonstrate a high level of commitment and flexibility, contributing to the wider curriculum through games and activities and the life of the community as appropriate
- Promote and safeguard the welfare of children in the school.

Standards and Quality Assurance

- A suitable person to work with children under the terms of the Children Act and other relevant legislation.
- Support the aims and ethos of the school and contribute to and support the spiritual side of school life.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform rules.
- Participate in Inset and undertake appropriate further training as part of the professional development programme.
- Attend team and staff meetings.
- At least three days before term starts should be kept available for preparation and Inset sessions.



East Mascalls Lane, Lindfield, Haywards Heath, West Sussex, RH16 2QL

T: 01444 483528

E: gwmil@greatwalstead.co.uk

www.greatwalstead.co.uk



Headmaster: Chris Calvey BEd (Oxon)

Performs any other duties commensurate with the position level as directed by the Deputy Head.

Safeguarding responsibilities:

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.



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Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	A relevant degree in sport and/or coaching	Recognised coaching certification in at least one of our core sports	Application form/ Certificates
	Hold or a willingness to hold a lifeguarding qualification	Evidence of continued professional development First Aid qualification	
Knowledge and Experience	Good IT skills	Knowledge of safeguarding	Application form
	Experience coaching children of prep school age.	Knowledge of Health and Safety	
Skills			
Relationships	Ability to establish and maintain good relationships with pupils, colleagues and parents.		
	Ability to form and maintain appropriate relationships and personal boundaries with children.		
Interpersonal	Ability to communicate effectively verbally and in writing. Flexible and adaptable Resilient under pressure. Able to deal sensitively with people. Positive, enthusiastic and motivated approach. Appropriate attitude to the use of authority and maintaining discipline.		
School Ethos	Empathy with the spiritual life of the school.		

Terms and Conditions

The first term of the appointment will be probationary and subject to one week's notice in writing on either side.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster or line manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.



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