



Heath Mount School Careers



Job Title

Graduate Sports and Boarding Assistant

Overview

Heath Mount School is looking to recruit an enthusiastic, highly motivated graduate who is passionate about sport and working with children. The graduate sports and boarding assistant role is the perfect launchpad for a career in teaching, coaching or education and the vast majority of graduates go on to complete their teacher training with us. The position-holder will gain invaluable skills and grow in confidence as they learn from a friendly and experienced team.

Heath Mount is undoubtedly a sporty school! Our diverse programme of sports activities develops pupils' confidence and resilience through physical, technical and mental stimulus, and exposure to teamwork and leadership opportunities. Every child has the chance to represent the school and regularly has the opportunity to compete, with many children going on to achieve success at both County and National Level. Our extensive facilities include several grass pitches, an indoor swimming pool, an all-weather Astro court, netball courts, spacious sports hall, dance studio, fitness suite, cricket nets and pavilion. We are also a member of the Saracens Schools Partnership and regularly welcome guest coaches and players to work with the children.

Our boarders have lots of fun with their friends and the camaraderie, comforting accommodation and supportive staff mean that our houses really are a home from home. From Year 3 upwards children have the option to stay from between 1 and 4 nights a week or even simply for the occasional sleepover with friends. We offer flexi-boarding from Monday night to Thursday only. Throughout the year the boarders are invited to take part in a wide variety of fun activities and trips including campfire nights, movie nights, ice-skating, bowling as well as using the spectacular grounds and sporting facilities.

"The knowledge and experience I gained as a sports and boarding assistant was priceless and I still look back on it now with so many fond memories. It really is the perfect first step for aspiring teachers in an outstanding school,"
Joe Elliott, Heath Mount's Director of Sport.

Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is a leading day and boarding Preparatory School for 500 boys and girls aged 3 to 13. Described by *The Good Schools Guide* as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' the school delivers an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do. We provide a dynamic, supportive and friendly working environment underpinned by the School's family-feel ethos and values. In our recent Independent Schools Inspection we achieved 'Excellent' in all areas of the Education Quality Inspection.

Core Responsibilities

The job holder will work as an assistant providing support throughout the school (Reception to Year 8) in all areas of sport, including swimming, boarding and extra-curricular activities. Flexibility to take part in any area of activities required. The assistant will also be required to take a full part in the boarding aspect of the school.

The duties include, but are not limited to:

- ⇒ Assisting sports teachers in sports: PE lessons, Swimming lessons and Boys' or Girls' Games lessons (football, rugby, cricket, netball, hockey).
- ⇒ Teaching small groups.
- ⇒ Lifesaving duties for swimming activities.
- ⇒ Assisting in classroom activities as required.
- ⇒ Helping run lunchtime and after school activities/clubs.
- ⇒ Coach and manage sports teams on match days in a variety of sports.
- ⇒ Conduct departmental administrative duties.
- ⇒ Assisting the house parents in boarding house duties including wake up and bedtime routines.
- ⇒ Provide, plan and supervise boarding activities/prep.
- ⇒ Be responsible for organising a termly in-school boarding event with the support of boarding staff.



Essential Skills/Qualifications

Essential

- ◆ Coaching experience in one or more of the following sports: football, rugby, cricket, netball or hockey with an interest in developing areas of non-specialism.
- ◆ Lifesaving qualification-or willingness to attain qualification ahead of the start of school year.
- ◆ A passion for sports.
- ◆ Enthusiasm for working with children.
- ◆ Hardworking, initiative-led approach to working.

Desirable

- ◆ An interest in pursuing a teaching career in the future.
- ◆ Graduate in a sports related subject.

Equal Opportunities Statement

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our school.



What We Offer

- A strong salary package
- Accommodation may be included
- All meals prepared by our award-winning catering team during term time, from Monday lunchtime to Friday lunchtime
- 17 weeks' holiday per year
- Free parking
- Use of school swimming pool and gym
- Pension
- Employee Assistance Programme

"Pupils are happy, courteous and engaging across the board, filled with enthusiasm and a willingness to learn" *Tatler Schools' Guide 2021*



Hours of Work

This is a full-time position with approximately 40 hours teaching per week plus boarding duties.

There is also an expectation to do school break/lunch duties and an extra curricular club.

This is a term time only role plus Inset days and other days, such as Open Day, sports festivals and Speech Day as agreed with the Headmaster/Director of Sport.

How To Apply /Interviews

Further details and an Application Form can be downloaded from www.heathmount.org

Closing Date for applications: 9.00am Monday 13th May 2024

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Please email your completed application form to: HR@heathmount.org



About Heath Mount

Heath Mount is one of the oldest Prep Schools in the country, originally founded in 1796 in Hampstead, North London and situated since 1934 in the Grade I listed mansion of the Woodhall Estate. While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool. The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground. Lower School pupils, meanwhile, enjoy their own modern purpose-built block. Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.

Values and Pastoral Care: During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being during their time with us, ensuring different needs are supported. The school has a Head of Wellbeing, a full-time school counsellor and a medical team.



A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature. Our Forest School is an integral part of our holistic approach to education and emotional wellbeing in the Early Years Curriculum.

General

- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- Actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."