



SPORTS GRADUATE ASSISTANT (HOCKEY/NETBALL/CRICKET)

Issue Date: March 2026



Wellingborough School
Founded 1595

ABOUT WELLINGBOROUGH SCHOOL

Wellingborough School is a very special place. Our mission is to develop confident, rounded, and grounded young people, and the School has been doing that successfully throughout its extensive history.

Blessed with an enviable location, superb teaching and pastoral care, and a deeply embedded culture of kindness and ambition, Wellingborough delivers a first-class education within and beyond the classroom. Every day, our pupils demonstrate the qualities that we know will set them apart as the change-makers of the future – intellectual curiosity, courage, empathy, dedication, and humility, and all whilst retaining that most crucial element of a truly enriching education: a sense of fun.

At Wellingborough we value the individual, and recognise that each pupil has different needs, enthusiasms, and priorities. We are deeply committed to supporting our young people through the journey from young teenagers to young adults, and the process of growth and development that underpins their time at our school.

We are proud of our excellent results in public examinations, and in the success of our Sixth Form leavers in securing exciting and inspiring next steps including taking Oxbridge places, attending Russell Group institutions, or securing Degree Apprenticeships. Our value-added results provide strong evidence of the quality of Teaching and Learning across the School, and our pupils benefit from an increasingly diverse and innovative curriculum.

S a l u s i n A r d u i s





From Lent 2026 our pupils will begin enjoying Engineering, 3D Design, Computing, and Food Education lessons in our fantastic new teaching building, the second phase of which includes Sixth Form seminar spaces, a 250-seat lecture theatre and performance space, and new Health and Wellbeing facilities. This new building forms only one part of an ambitious 30-year site development plan, designed to ensure Wellingborough continues to offer first-class facilities for the pupils of the future.

Wellingborough has always been rightly proud of its excellent pastoral care, underpinned by our historic and much-loved Senior School Houses, superb Wellbeing team, and strong values lived out every day in school. Visitors often comment on the close-knit community feel of the School, and pupils feel known and valued as individuals.

In our most recent ISI inspection, our co-curricular provision was noted as being a significant strength of the school's provision, an accolade of which we are immensely proud. Pupils benefit from superb sporting and outdoor learning provision, and the standard of performing arts is remarkable. Developing character through engagement in the wider curriculum is central to everything we do at Wellingborough School.

Wellingborough is a school with a long and rich history, but it is also a school with a bright and exciting future. We look forward to welcoming a new member of staff into our community.

THE ROLE

Start Date: September 2026

Contract type: Term time, Fixed Term appointment from September 2026 to 2nd July 2027. (last day of the year)

Disclosure Level: Enhanced

Salary: £23,279 per fixed term, including holiday entitlement

Hours:

- On average 45 hours per week (including Saturday fixtures during term time) over the academic year (36 weeks).
- The post holder will be required to work as necessary to complete the job and should be willing to contribute fully to the life of the School including weekend fixtures as well as being involved in trips and expeditions outside term time (where appropriate).

Objectives:

- To fulfil the coaching and teaching requirements as directed by the Director of Sport, according to the overall aims of the School.
- To offer administrative support to all members of the Department as required, and be based in the PE office.
- To contribute to at least one other area of school life, be that academic, pastoral or co-curricular.





Principal Duties: Principal Duties: The successful candidate will assist with the teaching of both P.E. and Games for the Prep School and Senior School (Year 3 Year 13), working with professional Sports coaches and PE/Games staff across the curriculum. An ability to coach two or more of the major games is essential (a background in hockey, netball or cricket would be favoured). He/she may also work with at least one other academic department as part of their professional development.

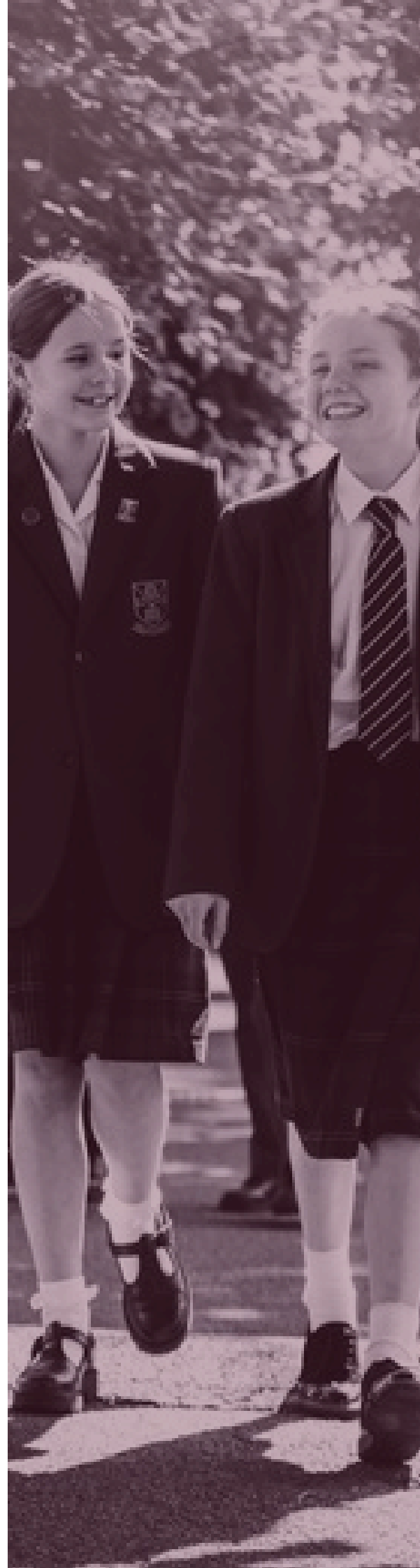
Administration

- To provide administrative support and assistance to the Director of Sport, Head of Sport (Prep School) and Heads of relevant individual Sports as reasonably expected.
- To prepare equipment and facilities for PE & Games lessons.
- To be responsible for the processes of identification, assessment and recording of the pupils in their charge.
- Keep an accurate register of pupils where necessary.

General

- To assist with pastoral care duties within the House system, as required by the Deputy Head (Pastoral).
- To realise the responsibility for Health and Safety problems/risk assessment and the oversight of the safety of all pupils when being coached and making pupils themselves aware of safety.
- To assist with Sports Days, House Matches, and other Departmental events.
- Attendance at INSET.

- Attend relevant departmental and staff meetings, as reasonably requested by the relevant Head of Departments.
- Take active note of the guidance in the Staff Handbook and Guide to the School.
- Willingness to fully immerse in the life of the school through availability for school trips, across all parts of the school, and in different areas of school life.
- Contribute to an academic department either by supporting a teacher in the classroom or by offering support on an individual basis to facilitate learning.
- Take responsibility, with colleagues, for the day to day supervision of all Sports Facilities.
- Attend meetings and/or staff training sessions to ensure the smooth running of the Sports Hall and Facilities.
- Take responsibility for stock control and purchase ordering as necessary, under the direction of the Director of Sport.
- Maintain and ensure safe storage of equipment.
- Set up and/or dismantle sports equipment and report and/or action repair of any faults. This includes all PE lessons, Games sessions and fixtures.
- Advise Estates Department regarding the maintenance, repair and replacement of equipment and facilities.
- Take responsibility for the maintenance and upkeep of the Fitness Suite, including servicing, general maintenance and reporting / recording all necessary work required.
- Supervision of 6th Form pupils when using the fitness suite during private study.





Coaching, Teaching & Learning:

- To assist in managing pupil learning through effective teaching and coaching.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To assist in ensuring continuity, progression and cohesiveness in all teaching and coaching.
- To use a variety of methods and approaches to match the range of pupil needs, and ensure equal opportunity for all pupils.
- To support the teaching staff in the planning and coaching of Games sessions and team teaching P.E. lessons throughout the year for pupils of all ages and abilities.
- To work effectively as a member of the Sports Department to improve the quality of teaching, coaching and learning.
- To develop and maintain effective methods of communication with all colleagues, pupils and parents.
- To work with teaching staff to coach / lead and manage School sports teams each term as directed.
- To work with teaching staff to coach / lead extra-curricular sporting activities (lunchtime, after school and weekend) as directed.
- To participate in relevant matches, tournaments, tours and visits to other events in accordance with the School's policy for Educational Visits. To encourage pupils to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the School.
- Selecting and managing teams in mid-week and weekend fixtures in all three terms.
- Assist in officiating matches at all levels.
- To support the drive of the whole-school initiative relating to Health & Fitness, to include devising and implementing a programme with strategies for all ages and abilities.

Sports Scholarship Programme:

- To assist with organisation and implementation of the annual Sports Scholarship assessments.
- To take a lead in the Sport Scholarship programme and become a mentor to Sports Scholars, involving regular tutorials and the organisation of guest speakers.
- To assist in the delivery of an enhanced Sports Science framework for our Sports Scholars, to include video analysis, strength, conditioning and physiological monitoring and assessment.
- Willingness to contribute to the wider community by way of 'outreach' and attracting talented athletes to the school.

Professional Standards:

- To support the hosting of opposing school pupils, staff and parents for fixtures, including meeting and greeting and supervising pupils at post-match teas as required.
- To cover for absent colleagues as is reasonable, fair and equitable as laid down by the Deputy Head (Academic).
- Promoting professional standards of punctuality, discipline and sportsmanship with all pupils, taking appropriate action where necessary.



REVISION OF JOB DESCRIPTION

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement 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 risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



THE PERSON

Qualifications	Essential	Desirable
Coaching Qualification in one or more of the major games	Yes	
Degree (or final year of study) awaiting degree	Yes	
Skills and Experience		
Experience and/or Qualification in Hockey, Netball, Tennis, Strength and conditioning and Cricket.		Yes
Personal playing experience to a good club level or above.	Yes	
First Aid Qualification.		Yes
High level of competency in the use of ICT.	Yes	
Delivery of an effective sports programme within a school environment.		Yes
Personal Qualities		
An interest in, love of and passion for Sport	Yes	
Self-motivation	Yes	
A willingness to continue to develop as a professional	Yes	
Flexibility and adaptability	Yes	
Effective and efficient communication skills	Yes	
The ability to work well with initiative and to work with others as part of a team.	Yes	
Full of energy and enthusiasm	Yes	
Flexibility, adaptability and a willingness to undertake additional duties and responsibilities (as directed by the Director of Sport).	Yes	

THE PROCESS

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post.

Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, Head of HR, to recruitment@wellingboroughschool.org

[www.wellingboroughschool.org/useful-information/employment-opportunities/
recruitment@wellingboroughschool.org](http://www.wellingboroughschool.org/useful-information/employment-opportunities/recruitment@wellingboroughschool.org)
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