



**Graduate School  
Assistant (Sports)  
Candidate  
Information Pack  
*Required for  
September 2022***

*1 Year Fixed Term  
Contract*

# Introduction

Durston House seeks to appoint a well-educated, enthusiastic and positive graduate, who can make an effective contribution to this vibrant and thriving boys' prep school.

The Graduate School Assistant (Sport) post will be for one academic year, full-time.

Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service. Durston House is an Equal Opportunities Employer.

The School Assistant (Sport) complies with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice.

*“A traditional, academic boys’ prep school doing, as one mother put it, ‘what it says on the tin’ – preparing boys very well for the next stage”*

—Good Schools Guide Review 2021

# Employee Benefits

At Durston House we offer a range of benefits, which include:

Generous pay scales

Training and Development Opportunities

A contributory pension scheme

Remission of fees for children of staff

Free daily hot/cold lunches, tea, coffee, biscuits and fruit during term time

Generous holiday entitlement

*‘Values of kindness, respect and independence shine through.’*

—Good Schools Guide Review 2021



**Boys  
4-13  
ages**



**15 pupils  
– our  
average  
class size**

7 bus routes  
across  
neighbouring  
boroughs

**Non-  
selective  
entry**

6.75 Acres of  
Playing Fields

# Key facts about Durston House

  
**THE SUNDAY TIMES**

**Top 20 School for  
Academic Results  
—The Sunday  
Times Parent  
Power Schools  
Guide 2021**



**Less than 10 miles  
from Central  
London**



**Day  
School**



# Welcome to Durston House School



Durston House is an independent day school for boys aged 4-13 in Ealing, West London. Entry to Durston House at Reception is non-selective, and we welcome boys from all ethnic, cultural and religious backgrounds. The School is proud of its diversity. It is a community in which mutual respect and understanding, fairness and opportunities for all are really important.

At Durston House we create a vibrant, stimulating and energetic learning environment. We have a proud and long history of achievement, with an excellent record of academic, cultural and sporting achievements. This is reflected in the strong relationships among our pupils, families and staff. We are consistently ranked amongst the best independent schools in the UK.

Durston House is an exciting place to be. We offer a broad and balanced curriculum with a wide range of opportunities for specialist teaching and learning alongside innovative, challenging enrichment programmes. Our dedicated staff bring with them an immense level of experience, knowledge and enthusiasm to work with our pupils in inspiring and engaging them in their learning.

Our 350 pupils are accommodated in three beautiful Victorian buildings in the green borough of Ealing and five minutes' walk from Ealing Broadway Station, Durston House is also blessed with two significant sports fields.

It is my privilege to lead a team of outstanding colleagues devoted to preparing boys to make a meaningful impact on the world. We work together in a warm and grounded spirit that is uniquely 'Durston House'.

**Mr Giles Entwisle, Headmaster**

## The School



Founded in 1886, the school has a proud and long history of achievement in partnership with parents and the local community. The school encourages boys to be active participants in their learning and lives; to revel in success; to celebrate effort; to expect challenge; to take calculated risks and to develop independence.

Pupils thrive in an environment of support, academic challenge and high expectations. Our ability to develop exceptional people cannot be separated from our rich history.

*“A busy, well-ordered, happy school which turns out bright, confident and polite young teens. ‘In with a smile, out with a smile’, beams one happy dad.”*

—Good Schools Guide Review 2021

Durston House School employs over eighty full-time and part-time staff in both teaching and support roles. The school offers a dynamic and inspiring environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from administration, finance, marketing and IT to Buildings and Grounds Maintenance and catering.

As a member of staff, you will be encouraged to develop your skills and experience through our professional development programme. You will be part of a friendly and welcoming school community.

# The Role

Durston House seeks to appoint a well-educated, enthusiastic and positive graduate, who can make an effective contribution to this vibrant and thriving boys' prep school.

The School Assistant (Sports) carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster. The Deputy Head oversees the immediate day-to-day work of the School Assistant (Sports). Hours of work 8:00am - 5:00pm.

The School Assistant (Sports) assists with Mathematics and/or English support to pupils in Year 5 to Year 8, as part of his/her timetable, directed by the Deputy Head.

## Duties as the School Assistant (Sports)

- Assist the Deputy Head, where necessary
- Assist the PE/Games Department, as directed by the Deputy Head
- Open, prepare and set up equipment at Castlebar Field and/or Swyncombe Avenue Sports Ground, before Games Sessions
- Close up Castlebar Field and/or Swyncombe Avenue Sports Ground after Games Sessions
- Coach Games alongside PE and Games Staff
- Accompany school teams at sports fixtures (occasionally returning after 5.00 pm)
- Assist at Durston House Tournaments (occasional Saturday mornings)
- Transport refreshments for match teas and assist with teas after sports fixtures
- Provide in-class support for pupils in English and Maths, as directed by the Deputy Head, in consultation with the Heads of Mathematics and English
- Provide administrative support to the school offices, as directed
- Undertake break and supervisory duties as designated by the Deputy Head
- Provide pupil welfare/first aid as required
- Assist with the School Library where necessary
- Cover for absent colleagues as directed by the Deputy Head
- Attend school Outings and Trips (Residential) as required by Senior Management

## Other General School Duties

- Accept responsibility for the welfare and care of all pupils at the school, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend major school events, such as the Carol Service and School Concert, outside normal school hours
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule

## Working Time Beyond Agreed Hours

- The School Assistant (Sports) is sometimes required to attend meetings, Staff Study Days, major school events, or accompany Outings or Trips which may occur outside their agreed working hours. For some of these, overtime is paid for the extra hours worked.
- The School Assistant (Sports) is paid overtime for work beyond normal hours, at the following times:
  - Normal school days
  - Staff Study Days
  - Outings and Trips
  - Informal Parents Evenings/Garden Parties
  - Extraordinary Staff Meetings, or events, as required by the Headmaster
  - School Productions (where appropriate)
- To claim overtime, the School Assistant (Sports) completes a timesheet and has it authorised by the Deputy Head.

The School Assistant (Sports) is required to attend, sometimes beyond normal hours, and is paid overtime ONLY if he/she is working, at the following:

- School Concert
- Carol Service
- Prize Day

The School Assistant (Sports) is not required to attend and is not paid overtime for attendance beyond normal hours, at the following:

- Other School Productions
- Staff social events



# Person Specification

## Qualifications

- Graduate with a degree in Physical and Sport Education (*desirable*)

## Skills

- ICT Skills
- Ability to communicate effectively and engage positively with colleagues
- Be committed to team work
- Good organisation, with an ability to prioritise
- The ability to adapt to the varied tasks of school life
- A First Aid at Work qualification (First Aid Training is provided)

## Personal Attributes

- Be supportive, approachable and positive in nature
- A calm, easy-going manner
- A neat, professional appearance
- Have a sense of humour
- The School Assistant (Sports) ideally, has a current, clean driver's licence



# How to Apply

**Durston House will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.**

1. If you would like to apply for this role, please download the application form from the School Website [www.durstonhouse.org/about-us/join-our-team/](http://www.durstonhouse.org/about-us/join-our-team/)
2. Your application form should be completed and returned to [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org)

## Safeguarding Statement

*Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service.*

## Equality, Diversity and Inclusion Statement

*Durston House School is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.*



**DURSTON HOUSE**  
*Where else?*

Telephone  
020 8991 6530

Email  
[info@durstonhouse.org](mailto:info@durstonhouse.org)

[@durstonhouse](https://www.instagram.com/durstonhouse)



Registered Charity No. 294670.

**Middle and Upper School**

12-14 Castlebar Road  
Ealing  
W5 2DR

**Junior School**

9 Longfield Road  
Ealing  
W5 2DH

**Pre-Prep**

26 Castlebar Road  
Ealing  
W5 2DT