



DURSTON HOUSE

# School Assistant (Sports) Information Pack

Required for  
Immediate start  
Fixed-Term contract  
until Summer Term 2024

Closing date for applications:

25 April 2024

# 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

Employee Assistance Program

“Values of kindness, respect and independence shine through.”

—Good Schools Guide Review 2021

## Key Facts about Durston House

- Girls & Boys aged 3 - 13
- 390 Pupils
- Located in Ealing, West London
- Day School with Breakfast Club & After-School Care Provision
- 15 pupils - Average Class Size
- Non-Selective Entry at Pre-School & Reception
- 6.75 acres of Playing Fields
- Top 20 School for Academic Results - The Sunday Times Parent Power 2023
- Less than 10 miles from Central London
- 7 TFL bus routes across neighbouring boroughs



# Welcome to Durston House School



Durston House is a leading London prep school for girls and boys aged 3 – 13, located in Ealing, West London. An education at Durston House is based upon academic rigour through excellent teaching, encouraging pupils to explore, question, take risks, and develop their creativity, communication and teamwork – all central to successful life-long learning. At Durston we have a fine record of preparing pupils for top Senior Schools in London and beyond. We take pride in the true and visible diversity of our community and embrace pupils and staff from all ethnic, cultural and religious backgrounds.

Durston House places an emphasis on high standards of work and targets that are commensurate with each pupil's personal development. We believe that it is hugely important to create an educational environment that encourages all pupils to be curious and enthusiastic about their opportunities to learn and grow.

In 2023 Durston House was awarded 17th on the 'Top 20 School for Academic Results' according to The Sunday Times Parent Power List, and while this is a superb accolade to have, we know the key to success is through hard work and a desire to continually improve. Placing our pupils at the centre of everything we do and making sure every opportunity is taken so that each pupil is able to flourish.

Lessons are delivered in a range of ways, taking account of different learning styles and preferences, and the certainty that pupils should explore and experience practically, not just from a textbook. Workshops, Outings, Trips and outdoor adventures complement the classroom experience across all year groups. Throughout the school there is an After-School Activities Programme, offering a wide range of activities from yoga, street dance, coding, skateboarding, photography and many more! After-School Activities at Durston House aim to inspire, enthuse and develop curiosity in pupils.

**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 pupils 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 ninety 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 and enthusiastic graduate, who can make an effective contribution to this vibrant and thriving 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). They work term-time and the hours of work are 8:00am - 5:00pm. It is a fixed term contract for until the end of Summer Term 2024.

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.

## Responsibilities

### Duties as a 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
- Lock 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
- Provide pupil welfare/first aid as required
- Assist with the School Library where necessary
- Attend school Outings and Trips (Residential) as required by Senior Management

### Other General School Duties

- Accept responsibility for the welfare and care of pupils, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Cover classes for absent colleagues as directed by Senior Management
- Undertake break and supervisory duties as designated by Senior Management
- 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 all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend major school events, such as the Carol Service and School Concert and school productions, Open Mornings, outside normal school hours
- Attend school Outings and Trips as required by Senior Management

### Working Beyond Agreed Hours

The School Assistant (Sports) is sometimes required to attend meetings, Staff Study Days, major school events, or accompany on 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)

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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Graduate</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Physical and Sport Education</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Keen interest in sport and team games</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the benefits of sport and PE for children</li> <li>• Display an awareness, understanding and commitment to the protection and safeguarding of children</li> <li>• Strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• To be able to use a range of strategies to motivate and support pupils and their physical development</li> <li>• Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils</li> <li>• Understanding of issues relating to health and safety in a school environment</li> <li>• Exercise initiative and independence in specialist areas</li> </ul>
Personal Competencies and Qualities	<ul style="list-style-type: none"> <li>• Commitment to equal opportunity</li> <li>• Excellent team player</li> <li>• Initiative</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Positive attitude to use of authority and maintaining discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Cheerfulness/warmth</li> <li>• Patience</li> <li>• Engagement in own continuous professional development</li> </ul>



# 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.
2. Your application form should be completed and returned to [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org) by Thursday, 25 April 2024.

We reserve the right to appoint before the closing date for an exceptional candidate.

## 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

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Ealing  
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E: [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org)

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