



## Job Description

**Job Title: Graduate Assistant - Football**

**Reports to: Deputy Head Co-Curricular**

**Location: Bradfield College, Bradfield, Berkshire,  
RG7 6U**

**Department: Sport**

**Main Duties:**

The Graduate Assistant – Football will work closely with the Head of Football and Director of Sport, Boarding House Staff and Academic Staff, assisting them in ensuring that pupils' experiences at the College are as positive as possible. It is expected that they will add to the positive atmosphere at the College and inject energy and enthusiasm.

The Graduate Assistant – Football will be considered as a full member of the teaching staff and will work closely with the Head of Football to perform the following roles:

- Act as lead coach for one of the College sides each term as well as to support the coaching of other teams run by colleagues.
- Take a lead role for the delivery of the Football Programme to the junior squads, co-ordinating the delivery of our coaching syllabus, including planning, delivery and review of it.
- Support the junior team coaches through on-going informal support, observation and CPD delivery in line with the football coaches and wider College coaching themes.
- Deliver additional coaching within the weekly Football Programme by way of one-to-one and small group technical and theoretical sessions to scholars and other high-level players. Planning and organising the timetable of this programme and documenting progress.
- Take the lead with organising the capture of video during matches and training, the editing and analysis of this and the delivery of feedback to pupils.
- Organise external (through the referee co-ordinator) and internal (teachers) referees for fixtures throughout the season.
- Accompany teams to tournaments and pre-seasons trips/camps and work with the Head of Football to deliver any holiday support needed by the elite football pupils.
- Support the Head of Football with weekly administrative tasks such as updates to our Co-Curricular management system (SOCS), facility arrangements, organisation of transport, catering bookings, liaison with opponents, organising and confirming fixture arrangements, football parents' evenings, our graduation pathway and longer-term arrangements for tours and primary/prep school events.
- Watch games of potential pupils to gain an understanding of their potential as Scholarship applicants, providing feedback to the Head of Football.
- Lead and organise the Futsal programme in the Lent term for junior footballers.
- Innovate and put forward ideas for the development of the educational offering within the Football Programme.

- Help organise kit, equipment, and general organisation of the football programme to ensure efficient delivery across all teams.

Alongside these football specific aspects there will be an expectation to:

- Undertake boarding house duties, including assisting in the running of evening activities for boarders.
- Supervise prep and other appropriate duties.
- Be part of the College weekly duty rota.
- Accompany school trips, weekend activities and expeditions.
- Support the lesson cover system as needed.

For those who are considering teaching as a possible career, there will be opportunities to teach some academic lessons – in a relevant subject specialism - around football related duties.

#### **General:**

Bradfield College is looking to appoint a person who in interview and by virtue of their qualifications and experience best demonstrates that she/he is:

- Either already graduated from university or due to graduate at the end of this academic year. We will also consider applications from individuals currently studying at degree level who are looking to work in education to fulfil the work placement element of their degree.
- Committed to safeguarding and promoting the welfare of children and young people.
- Able to demonstrate suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries.
- Sufficiently mature and confident to act as a role model to young people and to keep good order.
- A genuine football enthusiast who wants to pass on his or her skills to young people.
- Willing to be involved in the varied life of a busy boarding school.
- Prepared to familiarise himself/herself with formal procedures and able to understand and implement school and statutory policies.
- Someone with a strong sense of perspective, a positive attitude and approach to change and development.
- Someone with good organisational skills, is able to work as part of a team, and take responsibility for every admin related tasks.

#### **Qualifications and experience required for this role:**

Successful candidates will be expected to have a background of playing and/or coaching football to a high standard. A history of involvement in either a club, a high level at school or within a university programme would be expected. The role will involve working with pupils across a wide ability range; some of these will be National/International standard and so the knowledge and ability to develop this calibre of player is necessary. They will also have a passion for education through different vehicles such as other academic subjects.

We would expect candidates to:

- Work in a manner that complements our College values of: Kindness, Respect, Integrity, Inclusivity and Positivity.

- Have strong interpersonal skills and excellent written and oral communication.
- Be able to work independently and as part of a team, with a flexible and 'can do' attitude.
- Exhibit self-motivation and the ability to work with little supervision, accepting collegiate responsibilities.
- Have strong organisational skills alongside a knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Excel, OneNote, MS Teams and Publisher).

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.*