



MERCHISTON

EDINBURGH

Job Title: Graduate Lead Athletic Development Coach and Resident House Tutor

Contract Basis: Fixed Term

Reporting to: Director of Sport

Department: Sport

Purpose of the Post: To design and deliver well organised and purposeful athletic development sessions for our whole school community (3-18) including the aspiring athletes. Athletes from Tennis, Cricket, Hockey, Rugby, and Athletics. To support the Director of Sport in the administrating of and the delivery of sport at the school.

The Sports Department: There is a long and successful sporting tradition at Merchiston, with up to 20 sports on offer. We aim to instil healthy habits and a love of sport that the boys will take with them into adult life. We recognise the value and transferable skills of a sporting education, such as teamwork and resilience. In the Autumn and Lent Terms, the main sport is Rugby; in the Summer Term, Cricket and Athletics. In addition to the three major sports of Athletics, Cricket and Rugby the School runs specialist academy programmes in Tennis and Golf. In Merchiston Juniors and the Middle Years, boys are encouraged to participate in team and individual sports. In the Sixth Form, we offer boys greater choice over their sporting programme. The major sports are not compulsory, but they must participate in physical activity three afternoons a week, and will be encouraged to reach their potential in their chosen sport.

The Staff: We are a very friendly Common Room. Many staff joined Merchiston straight from university, others after taking a PGDE. Some members of staff have worked at an independent School before, others have not. Equally, there is a good balance in the Common Room between those with experience and those embarking upon their first post. What all staff members have in common is an enthusiasm for their work, a genuine passion for working with children and a willingness to be involved in the life of the School beyond 'normal' school hours. We are looking for someone who can align with our values in the department of *Winning Well as a Team, Squeezing Every Drop and Ready Aye Ready*.

The Post: We are seeking an enthusiastic Athletic Development coach to take on the responsibility of the LTAD of our athletes. They will be supported by the DoS and Head of Academic PE in helping deliver the vision for sport. They will also receive guidance and support from various governing bodies and external suppliers who we partner with to ensure the loading and programming of our players is at the forefront of latest research.

There is also an expectation that the successful candidate will be involved in delivering of preseason camps and tours. This could involve up to 3-weeks of work during the holidays. This summer sees the school tour SA for two weeks. This serves as an example.

The post will also include coaching some of our core sports, like Rugby, Cricket and Athletics. This role will require an ability to deliver well-organised coaching sessions, team selection and the running of teams at all fixtures. The role will involve admin-based work around the junior sports and activity programme including the platform SOCS. The successful candidate will be expected to make a full contribution to the co-curricular life of the School and fulfil other roles which may arise in the delivery of the total curriculum in a busy boarding school.

Our Expectations: The School is committed to promoting the wellbeing and safety of children and young people and expects all staff and volunteers to share this commitment. As an employee, you will be bound by the Teaching Staff Code of Conduct, the General Teaching Council of Scotland Code of Professionalism and Conduct and Scottish Social Services Council Codes of Practice for Staff. You will receive Child Protection Training and will be required to adhere to all guidelines and School policies.

You will be required to be correctly dressed for all your respective duties (i.e. collar and tie, jacket or sports jacket or equivalent when helping with Administration duties and for normal school occasions/evening activities on occasion; and respectable sports dress when coaching or supervising sport in the afternoons.)

The coach will often be asked to help with activities or outings. Your line manager will be the Director of Sport, who will ensure adequate time off. While you are not directly involved with the School in your free time, you are at all times representing Merchiston and we ask that you show responsibility and discretion in your social activities, in accordance with the professionalism expected of all Merchiston staff.

You will be required to be punctual for all your duties. Please note that we have Saturday morning lessons and games fixtures on Saturday afternoons.

The successful applicant is required to register with Scottish Social Services Council (SSSC).

Lead AD Coach Duties

Through the Director of Sport, staff will be able to request your help in all areas of the School. This is a guide only and not an exhaustive list; duties will vary and will be discussed with you, but may include:

- Strength and Conditioning Training (early AM/PM)
- Lead on Sports scholars and monitor their loading, progress and development
- Coaching core sports
- Sport Admin
- Attending MCS Juniors Assemblies/Meetings as requested
- Supporting the Clan Competitions
- Providing reports on coaching commitments
- Helping with activities or trips
- Helping the School Medical Centre by taking boys to Accident and Emergency or medical appointments, should the need arise.
- Assisting in PE classes where required

Resident Tutor Duties

Key Responsibilities:

- To work with the Housemaster, where necessary, on key pastoral issues
- To assist the Housemaster with the smooth running of the House
- To help to provide a safe, friendly and secure environment within the House
- To assist with aspects of House communications, as agreed with the Housemaster
- To assist the Assistant Housemaster in the absence of the Housemaster
- To become fully aware of the National Minimum Standards for Boarding Schools (see below).

Requirements of the Role:

- Attend morning assemblies with the House, Whole School Services and Chapel Services when on duty
- Support, wherever possible, school plays, concerts, sports fixtures, particularly to support boys in the House
- Attend the House Gatherings and House dinners with parents and to be in House at the start and end of terms to help with the arrival/departure of pupils and to welcome and reassure parents
- Help cover over weekend leaves in the Autumn Term, as directed by the Housemaster
- Assist with emergency hospital visits as required
- Attend relevant HMC and other seminars
- Qualify as a minibus driver (encouraged, not essential).

Code of Residency

Resident Tutors are expected to be aware of their responsibilities associated with being in residency in proximity to the boarding pupils. The School also wishes to uphold standards of conduct amongst its Housemasters and Tutors, which are conducive to the School ethos. In particular, Resident Tutors are required to respect the following points:

- Help promote Safeguarding and Child Protection practices throughout the School
- Be an advocate for the SSSC Codes of Practice and GTCS Code of Professional Conduct
- Any night time absence from the residency during term time should be negotiated with the Housemaster
- The Resident Tutor is expected to make himself/herself available to assist the Assistant Housemaster and if necessary cover for the Housemaster whenever the Assistant Housemaster has to be away from the House during term time
- Resident Tutors must **NOT** meet pupils in their private accommodation, including the linked study. Through discussion with the Housemaster, Resident Tutors may have guests to stay in their flat during term time; discretion must be of the highest order and formal permission should be sought through the Headmaster. Resident Tutors are expected to understand that the School always wishes to ensure that the personal lives of staff are looked after, but during term time Resident Tutors have a responsibility for the welfare of the pupils within the boarding house. Permanent residence of a partner should be discussed in advance with the Headmaster, whose decision will be final, and appropriate checks must be made. The Headmaster will endeavour to pursue a 'reasonable' policy and members of staff will recognise that the Headmaster has a responsibility for the moral welfare of the whole School. Any guests should be apprised of the care and welfare and health and safety issues for which resident staff are responsible
- Although the Resident Tutor is free to keep whatever hours he/she wishes, it should be remembered that the House operates to a disciplined regime with minimal noise at night. Resident Tutors would be expected to respect the need for noise restrictions during the night
- The Resident Tutor should familiarise himself/herself with the Fire Regulations and Fire Drill for the House
- Any damages and repairs should be reported to the Housemaster or Master of Works at the earliest opportunity. Smoking is not permitted within School buildings and only in the designated area out of sight of pupils
- Resident Tutors may remain in residence during the School holidays. However, it is important to liaise with the Housemaster on matters of security, or with resident staff on holiday lets during the Housemaster's absence.

Resident Tutors should ensure that the Chubb security system is re-activated when entering the boarding house after the system has been set. Security fobs should not be given to guests.

As a Graduate Assistant, you will be a member of the Merchiston staff and be bound by the Teaching Staff Code of Conduct, the General Teaching Council of Scotland Code of Professionalism and Conduct and Scottish Social Services Council Codes of Practice for Staff.

Interested candidates can contact Nick De Luca, Sports Director, at ndeluca@merchiston.co.uk should they wish to discuss the post further informally.

Appendix 1: Lead AD Coach Profile

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good relevant degree 	<ul style="list-style-type: none"> • UKSCA qualifications or equivalent
Experience/Knowledge	<ul style="list-style-type: none"> • Up-to-date knowledge in relation to working with, and the protection of, children and young people; • Experience of working in a School or youth development environment 	<ul style="list-style-type: none"> • Experience of studying or working in a Boarding School • Experience of Sports coaching
Skills and Personal Attributes	<p>Win Well as a team</p> <ul style="list-style-type: none"> • Proven communication and interpersonal skills; • Respect and value for the different experiences, ideas and backgrounds which others can bring to work and to teams; • Empathy for pupils, parents, staff and the community; • A can do attitude <p>Squeeze every drop</p> <ul style="list-style-type: none"> • Ability to work independently, quickly and efficiently; • Keen to be involved in the wider aspects of school life; • Confidence, tenacity, flexibility and adaptability; • Curious to learn, experiment and grow; • Brining your best self to the challenges a boarding school brings <p>Ready Aye Ready</p> <ul style="list-style-type: none"> • Excellent time keeping and organisational skills; • High order administrative skills; • Ability to plan ahead to prevent clashes in busy schedule 	