

# Norwich School

## Sports Assistant

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### JOB DESCRIPTION

**Job Title:** Sports Assistant  
**Reports to:** Deputy Head (Co-Curriculum)  
**Start date:** September 2025  
**Contract basis:** Zero Hour, Fixed Term to 31<sup>st</sup> August 2026

### Introduction

- The Sports Assistant will work under the direction of the Deputy Head (Co-Curriculum) and the appropriate Head of Sport to support the delivery of games lessons, fixtures and extra-curricular activities across the Senior and Lower School.
- The role would suit a recent school-leaver with a passion for and love of sport, having experience of high-level school/club representation and/or pathway development in their sport of specialism and who is keen to develop their coaching experience.

### Further Details

The school provides all pupils with two games sessions each week as it strongly believes in the associated positive links between activity, academic studies and improved well-being.

Norwich School has 3 primary aims to achieve through the games programme:

- Developing people capable of excelling in a high-performance sporting environment
- Encouraging participation in Sport through a broad range of sporting experiences that inspire improved capability, and sport for life.
- Providing opportunities through sport experiences to equip pupils for a life of leadership and service.

The successful candidate will be part of the team responsible for delivering an inspirational programme of sport and outdoor education and that promotes the aims of sport at Norwich School.

Games lessons will be run in a variety of locations either onsite or at one of our hired external facilities. Transport to games lessons will always be provided.

### Specific Responsibilities (applied to your sphere of experience):

- To work within a dynamic, Independent School, Sports Department
- To assist with the delivery of both senior and lower school sport and outdoor education provision
- To assist with school fixtures (including Saturdays)
- To assist with the daily running of the extensive extra-curricular programme
- To attend and support extra-curricular trips, either after-school, at weekends or in holidays e.g. pre-season training, tours, DofE expeditions and training events.
- To assist with the daily running and administration within Sports Department
- To undertake other responsibilities, which the Deputy Head (Co-Curriculum) considers to be appropriate to the role. This may include assisting other departments e.g. Music, with events, as required.

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### **Safeguarding:**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

### **Other**

- Participate in training and other learning activities as required; and in the Probation / Professional Development process.

### **Personal Qualities**

- To possess experience of either coaching or playing of least two of our main school sports (Athletics, Cricket, Hockey, Netball, Rowing and Rugby)
- To understand and comply with Child Protection procedures
- To have good communication skills
- To be able to develop pupil's skills in a wide range of ages and abilities
- To be a role model to all pupils
- To promote sport at Norwich School and in the wider community

Norwich School offers successful applicants the unique opportunity to gain experience of working alongside experienced and qualified sports teachers and coaches, within a dynamic, successful independent day school. Norwich School is one of the top sporting schools in the East of England. The school has fixtures throughout the week and at weekends in its main sports.

Successful candidates will be expected to assist in the delivery of sport programmes at the senior and lower school; including Saturday and mid-week fixtures, sport education lessons, sports events and extra-curricular clubs. Candidates will also be expected to attend pre-season tours and other extra-curricular trips and training during holidays.

Sports Assistants report to the Deputy Head (Co-Curriculum) and will undertake other sporting responsibilities considered appropriate to the role.

Candidates will be expected to work as part of a team, as well as use their leadership and initiative skills. They should promote sport, at both an elite and participation level, to a range of ages, including Lower School pupils. An aptitude for coaching sport is essential.

Please contact Dr Richard Clark, Deputy Head (Co-Curriculum) for further information:  
e-mail: [rclark@norwich-school.org.uk](mailto:rclark@norwich-school.org.uk)