



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

*PE Assistant & Sports Coach (Girls Sport)  
4 days/week, Term Time only*

*Start Date: As soon as possible*



If you would like any further information on the role, please contact Sharon Bailey, HR on [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) or T: 01452 530291.

**The closing date for applications: Noon, Wednesday 9<sup>th</sup> October 2024**

**Interview date: Thursday 17<sup>th</sup> October 2024**

*The Crypt School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff to share this commitment.*

*The successful candidate will be required to undergo an enhanced DBS check.*



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## *Message from the Headmaster – Mr. Nicholas Dyer*



I am delighted that you are considering applying for this important role here at The Crypt School. I do hope that you find this information helpful, and we look forward to receiving your application.

The position of PE Assistant and Sports Coach (Girls Sport) is an important one for the School and for the PE/Games department: all students enjoy and participate in the PE and sports programme at Crypt, and our girl's programme has developed strongly in recent years. Large numbers of girls participate in competitive fixtures and enjoy being part of our various teams competing in local, regional and national competitions and fixtures for example.

Founded in 1539 and set in nearly 30 acres of grounds, The Crypt School's vision is derived from its Latin motto, "Floreat Schola Cryptiensis": floreat means "to flourish" and at The Crypt we wish all our students, as well as our staff, to flourish in all that they do. In order to achieve that vision, we strive to create the best possible environment and culture within which our students can learn, develop essential key skills and personal attributes, make friends and enjoy their school lives; equally, we wish for our staff to flourish in their work at school, and always strive to place their welfare at the centre of our work and planning. The School has grown significantly over the last five years, especially since the admission of girls into the main school in September 2018. Today, The Crypt School is Gloucester's only co-educational selective school with a student roll of over 1100. The student body is a diverse, caring and enthusiastic one and our staff are a highly professional, caring and generous group of people who commit themselves fully to the academic, pastoral and extra-curricular life of the School. The School is a vibrant place to both learn within and to work at; it is a place where learning is valued for its own sake, within an environment of strong pastoral care. At the centre of our school life, is a powerful sense of community, where students are supported and encouraged to learn and engage with each other. Confident, friendly and respectful, the high quality of our student's personal development is remarkable and is one of the greatest strengths of the School.

The School has benefited from significant capital investment over recent years which has enhanced the learning environment for both students and staff alike. Recent projects have included the building of two new teaching blocks and a sports pavilion; the refurbishment of the sports hall, the creation of an outdoor netball and tennis area and giving enhanced facilities to our growing sixth form, which now numbers over 330 students. Later this year, and thanks to a recent Wolfson Fund grant, two science laboratories will be completely refurbished.



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

In March 2024, the School received an outstanding ofsted report in all areas and our sporting and wider extra-curricular programme was singled out as being a particular strength: *"Pupils make exceptionally good use of the extensive range of extra-curricular activities on offer..... they attend plays, lead debates, or compete in one of the many sporting activities on offer."*

Staff work hard and give generously of their time to the life and wellbeing of the School. Time and money is invested in their professional development, and each member of the teaching staff is equipped with a laptop and iPad; other benefits also enhance the working experience of colleagues at the School (<https://www.cryptschool.org/welcome/working-at-the-crypt-school>)

The Crypt School is located just outside of the City of Gloucester in the West of England. Gloucester is known for its 11<sup>th</sup> century Cathedral and close; for Blackfriars, which is a stunning example of a 13th century mediaeval priory site; the British Waterways Museum, which celebrates the city's industrial past, and now the vibrant Gloucester Quays, which has a selection of shops and restaurants. Gloucester is a vibrant and growing city, and the School is conveniently located close to the City, and close to good road and rail links to Cheltenham and the surrounding region, including Bristol for example.

We recognise the time and thought that goes into an application and we will certainly give yours our serious consideration.

If you have any further questions or wish to visit the School prior to sending in an application, please contact Sharon Bailey via [sbailey@crypt.gloucs.sch.uk](mailto:sbailey@crypt.gloucs.sch.uk) who will be able to assist you.

With best wishes,

Nicholas Dyer



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## The Department

We are seeking an outstanding and enthusiastic sports specialist to join our successful PE department. This is an exciting opportunity for an inspirational, highly motivated and passionate professional to join us as we continue to grow as a co-educational school. The right candidate will become an integral part of an outstanding department, making a significant contribution to the running of the department as well as our extra-curricular programme for girls' sport.

Firstly in a supporting role, the successful candidate will work closely with the Director of Sport to ensure the smooth running of the department takes place each day. Tasks will include management and organisation of kit and administration of fixtures, as well as supporting the work of The Crypt Sport Foundation.

Secondly, the person appointed will also work closely with the Director of Sport to offer an enriching extra-curricular programme with significant opportunities offered for girls to engage with sport beyond the curriculum. We require the person appointed to create and support an environment in which all students are enthused to participate in sport and offer extensive opportunities for students to excel: this is particularly important as sport enjoys a high profile within the School and is a vital part of the school's curriculum and wider extra-curricular provision.

Following the introduction of co-education in 2018, the PE department has gone from strength to strength. We now boast some of the best facilities in the county, ensuring an outstanding programme of PE and School Sport for both boys and girls. We hope the appointment of a PE Assistant and Sports Coach (Girls Sport) will continue to drive the department further forward; the departmental team is very excited for someone new to come into the department, who will significantly contribute and add to our outstanding PE and wider sporting provision.



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## Job Description PE Assistant & Sports Coach (Girls Sport)

<b>Name</b>	
<b>Post</b>	PE Assistant & Sports Coach (Girls Sport)
<b>Scale</b>	26 hrs/week (actual days worked to be agreed with Line Manager). Term Time only (38 weeks). Role will involve a 10am start and after school hours to support fixtures. Grade 6 points 15-20 £27,803.00 - £30,296.00. FTE 0.588 actual salary £16,348.00 - £17,814.00
<b>Relationships</b>	The postholder will be responsible to the Director of Sport
<b>Purpose</b>	The role of the PE Assistant and Sports Coach (Girls Sport) is to provide extra-curricular and learning opportunities to which all students can respond with enthusiasm and commitment and demonstrate real progress in their sporting endeavours in extra-curricular sport and games. The Role will also involve some administrative work under the direction of the Director of Sport.
<b>Duties and responsibilities</b>	As outlined below

### Main Duties (PE Assistant):

- Manage and oversee all fixtures on a weekly basis. Confirm fixtures with opposition, book transport, notify any clashes, liaise with staff and students, update and manage SOCS (schools' fixture website [www.cryptsport.co.uk](http://www.cryptsport.co.uk)).
- Be responsible for keeping a record of students' participation in extracurricular sport and updating the 100 Club to recognise those students who represent the School.
- Manage and oversee the daily use of kit within the department. Ensure all equipment is accessible and safe for use. Work closely with other PE staff to audit and order new kit when required.
- Manage and keep a record of any kit borrowed by students for fixtures etc. is returned.
- Support the Director of Sport in the running and organisation of The Crypt Sport Foundation.
- Reach out to potential sponsors and raise funds to maximise the PE and school sport offer; invoice potential sponsors and oversee the income of funds along with any potential spending to support students and the PE programme.
- Help in the organisation and running of events such as Sports Awards, Sports Day, House Events and Primary School Events.



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

## Main Duties (Sports Coach):

- Under the guidance of the Director of Sport, the sports coach ensures curriculum coverage in games, continuity and progression in the subject and extra curricular sport for all students involved.
- Plans games lessons and extra-curricular sessions with clear objectives for learning outcomes, understands the sequence of teaching and learning in the practical subject, and effectively communicates such information to students;
- Uses appropriate teaching and learning methods to meet the needs of the subject and of different students;
- Uses the school and departmental policies and practices for assessing, recording and reporting on students' achievement in games, and uses this information to recognise achievement and to assist students in setting targets for further development;
- Ensures that information about students' achievement in previous classes and schools is used effectively to secure good progress in the subject;
- Sets expectations and establishes clear targets for students' to motivate and engage students in school sport
- Significantly contribute to the extensive opportunities offered to students.
- Establishes a partnership with parents/carers to involve them in their child's engagement with physical activity and school sport.
- Ensures that there is a safe working and learning environment in which risks are properly assessed.
- Responsible for the safeguarding and promoting the welfare of students
- Have sole responsibility for groups of students as part of the school's extracurricular programme (selecting teams, organising/ managing/ officiating fixtures and driving the school minibus to take students off site to compete in fixtures).
- Work with the Director of sport to further develop the extra-curricular provision offered to all students across all sports.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure. The Crypt School values the diversity of our workforce and welcomes applications from all sectors of the community.

Please read our **Safeguarding Policy** and **Recruitment, Selection and Disclosure Policy and Procedure** which can be found on our school website by clicking on the link below.

<https://cryptschool.org/index.php?/explore-our-school/statutory-information/policies-and-forms/>



# The Crypt School

An Outstanding Co-Educational Grammar School and VI Form

The Crypt School is an equal opportunity employer, and we value having a workforce as diverse as the city and region we serve. We therefore welcome, develop and promote people from all sections of the community, and we particularly welcome applications from groups who are currently under-represented within our workforce such as from Black, Asian and Minority Ethnic candidates and disabled candidates. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

---

**The Crypt School**

September 2024