



## NORTHAMPTON SCHOOL *for Boys*



### JOB DESCRIPTION

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**POST:**                    **NSB Sport – Support Lead**

37 hours per week, 39 weeks per year

Range 12-14 of the NSB Support Staff Pay range (FTE current £28,598 - £29,540)

Coaching Honorariums are also available for support staff in extracurricular sports

**LINE MANAGER:**        **Director of Sport (DoS)**

#### **All staff are expected to:**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Treat students with dignity and at all times observing proper boundaries appropriate to a professional position.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school.
- Ensure that accommodation is treated with respect and in line with any Health & Safety procedures.
- Play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.
- Be thoroughly professional and demonstrate consistently high standards of personal and professional conduct.
- Maintain high standards in their own attendance and punctuality.
- Work as a member of the support staff team and to contribute positively to effective working relationships.
- Communicate effectively with fellow members of the team.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### **The main roles and responsibilities of the NSB Sport – Support Lead will include:**

- Oversight of auditing, storage and maintenance of PE equipment.
- Responsibility for sourcing and ordering of PE and sport equipment as requested by the DoS and Curriculum Team Leader.
- Place orders onto PS financials for PE/Sport resources. Monitor and track all deliveries accordingly.
- Monitor and liaise with all relevant service companies, arranging visit dates in liaison with DoS.

- Management of storerooms and storage systems for PE and Sport equipment.
- Keep an undated inventory of all PE and Sport equipment.
- Responsibility for the washing/drying and storage of school team strips and other associated necessary PE and sports laundry.
- Preparing team kits and equipment as necessary for forthcoming sports fixtures, in line with the fixture diary.
- Support for NSB PE teachers as reasonably requested, in preparation for lessons or in follow up to lessons.
- Assist with reprographic and resource needs for NSB curriculum PE and Inter-house activities where necessary.
- Support the NSB CTL in preparation for activities such as Open Evenings, INSET training, or other PE/Sport events.
- Support the PE Team in the preparation for Sports Days and Sport Awards evenings.
- Assist with NSB PE and extra-curricular sport displays as necessary.
- Responsibility for the management of NSB PE lost property.
- To provide first aid support where necessary.
- To hold a NRAST lifeguarding qualification (funded by the school) to assist with life guarding duties where required.
- Take responsibility for the management and oversight of the NSB video analysis programme at the school (Currently VEO).
- Support NSB staff, coaches and students with the use VEO and provide CPD where necessary.
- Teach Sixth Form Sport and Recreation lessons as required – this time will be paid at an Unqualified Teacher rate (if higher than normal salary rate).
- Cover NSB PE lessons where necessary at the direction of DoS and CTL.
- Other NSB PE and sport related tasks at the discretion of the DoS and CTL.

**Please note that it will be an advantage for a candidate to be able to offer a high level of expertise in supporting our extra-curricular sport provision at the school.**

*(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)*

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

The duties of the Teacher Support Staff include any activities which allow the teaching staff to become more effective in the classroom.

**This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.**

**See details of how to apply for the position on the supporting advert.**

Closing date: **9am, Monday 15<sup>th</sup> June 2026**

Interview Date: **w/c 15<sup>th</sup> June 2026**

**June 2026**