



CATERHAM  
SCHOOL

# GRADUATE ASSISTANT (RUGBY, HOCKEY & CRICKET) APPOINTMENT BRIEF

To start:

**September 2025**

**Term time only**

**1 year fixed term contract**



# ABOUT CATERHAM

**We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.**

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a

passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



# PE & SPORT AT CATERHAM

**Caterham Sport is a forward thinking and dynamic department with a proven successful track record in both performance sport and participation levels. Caterham sport is a programme that prides itself on providing sporting opportunities that challenge and motivate all pupils to develop a passion for sport and physical activity.**

The development of individuals (both in a sporting and character sense) is central to our ethos and we create supportive environments where all pupils are encouraged to make decisions, be creative and take risks. We pursue excellence and strive for success for individuals and teams at local, regional and national levels by extending the elite performers as well as those who participate at a more recreational level.

We firmly believe that both participation and performance are achievable simultaneously and we strive to give pupils the opportunities that are most appropriate to them and their goals. As such, we have in excess of a thousand fixtures a year, with a regular Saturday fixture programme. Our focus sports include Rugby, Lacrosse, Netball, Hockey, Cricket, Tennis, Athletics and Swimming but there are in excess of twenty sports available to pupils at Caterham.

We achieve enviable success on the sports field, regularly reaching latter stages of local, regional and national competitions. With a large number of pupils achieving representative honours, our ability to develop elite sports people is excellent. We are also extremely proud of the fact that more than 70% of pupils regularly represent the school in competitive fixtures. Teaching and coaching is provided by highly skilled practitioners and supported by external specialist coaches where required.

The Caterham Athlete Programme is our value-added scholarship and elite sportsperson programme that seeks to develop our most able pupils through additional coaching, mentoring, lectures and interactive sessions in a range of sporting topics.

The exceptional sporting facilities which make all of this possible include some of the very best grass pitches in the south of England, a floodlit AstroTurf, a 25 metre indoor swimming pool, five netball courts and state-of-the-art performance gym. A 7 minute walk from school will bring you to Hill Fields, our extended and recently renovated additional sports facilities that include a new sports pavilion and numerous Lacrosse, Rugby and Cricket pitches.



As a school we champion the physical, social and mental health benefits of all sport and encourage all pupils to discover a passion for a sport or physical activity that will last well beyond their time at Caterham. This is achieved by the commitment and passion of staffing body.

The sports department consists of 16 members of staff determined to provide outstanding, authentic sporting opportunities to the young people with whom they work. There is significant and varied teaching and coaching experience amongst staff who work in a collaborative and unified manner, striving for the best in all that they do.

We are looking for an outstanding Graduate Assistant to join our positive, dynamic and forward-thinking Physical Education and Sport department





# THE ROLE AT CATERHAM

**We are looking for an outstanding Graduate Assistant to join our positive, dynamic and forward-thinking Physical Education department at our Senior School and Prep School.**

**This appointment is due to start 1 September 2025 on a one year fixed term contract.**

Graduate Assistants are timetabled to teach and assist with all the Department’s PE and Games lessons. In addition to assisting with the organisation of equipment and supporting pupils with particular needs.

This is a flexible arrangement, depending on individual capabilities in the various sports. In ‘free’ lessons or when not required to play an active teaching role graduate assist with sport administration.

The ideal candidate will have a passion for sport, a desire to work in a team and a commitment to helping students reach their potential.

Main Duties:

- 1. Teach sport in timetabled lessons
- 2. Coach the teams in practices and matches after school
- 3. Umpire or referee matches
- 4. Organise kit for lessons and fixtures
- 5. Support the CAP programme at lunchtimes

After school and on Saturdays, Sport Graduate Assistants contribute to sports practices and matches. This could be as either a coach or official.

We firmly believe that both participation and performance are achievable simultaneously and we strive to give pupils the opportunities that are most appropriate to them and their goals.

Graduates undertake other school-based duties as and when required, such as supervising in the classroom for absent staff, and assisting in the main School Office and at school functions.

Those who offer another subject specialism are also encouraged to share their expertise in supporting Departments elsewhere in the School.

The successful candidate for this role will have a passion for sport, particularly Rugby, Cricket, or Hockey.

# BENEFITS AT CATERHAM

**We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.**

**Salary**

The salary for this role is £17,000 per annum.

**Continuous Professional Development**

All staff have access to generous professional development training as part of the School’s performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students.

**Counselling and Legal Advice Service**

A free, confidential 24 hour telephone service available 365 days per year.

**Fee Remission**

Discount available on school fees. Please contact the HR department for full terms and conditions.

**Pension Scheme**

Professional services staff are eligible to join a stakeholder pensionscheme, this includes an employer’s contribution of up to 10%.

**Cycle Scheme and Tusker Car Scheme**

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories. Further details regarding the car scheme from the HR Department.

**Caterham School Benefit Hub**

Offering a wide range of discounts across a wide range of global and national brands and local deals.

**Health Cash Plan Scheme**

Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments..



# APPLICATION PROCESS

**You can complete the application online via the school website at:**  
<http://www.caterhamschool.co.uk/about/careers/teaching-vacancies>

If you have any questions or queries, please contact  
Vicky Goodwin, HR Business Partner: [hr@caterhamschool.co.uk](mailto:hr@caterhamschool.co.uk)  
or call 01883 335123

This appointment is to start in September 2025 for a one year fixed term contract.

This is a term time only role, working 37.5 hours per week.

Please outline in your supporting statement which sport area you specialise in.

**The closing date for this role is Friday 10 January 2025 at 9.00am.**

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of



Inspiring education for life



CATERHAM  
SCHOOL

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