

**GRADUATE ASSISTANT**  
**CLOSING DATE FOR APPLICATIONS: 22<sup>nd</sup> April 2018**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the classroom, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 680 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 12 boarding Houses, each with around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

**About the role**

The graduate assistant post offers an opportunity for a graduate to gain experience of the independent sector in education and of a boarding environment.

The work is varied and that variety is, to some extent, determined by the personality, enthusiasm and skills of the individual. The post has become a successful springboard for those considering teaching as a career. Over a number of years, graduate assistants have gone to promising careers in major schools round the country. The School encourages its graduate assistants to extend their experience by attending relevant training courses, at the

School's expense. Successful candidates will be full members of the Common Room.

There may be an opportunity for one or more of the successful candidates to live in a boarding house as a Resident Tutor. This will be discussed at interview.

Main responsibilities:

- To work in the academic department of their degree under the expert guidance of the Head of Department
- To help provide training sessions in the Oxfordshire Health & Racquets Club (situated on the School site) and to assist and coach sport as appropriate. Successful candidates are likely to offer coaching skills in at least two of the School's major sports, notably rugby, hockey, rowing, cricket, football, tennis or netball
- To carry out duties in a designated boarding house to which they are linked, providing tutorial support to the Housemistress or Housemaster
- To assist with the weekend activities programme
- On a rota basis, to manage pupils travelling from London on School transport on a Sunday afternoon

A flexible approach to working hours is required and weekend work will frequently be required.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Sub Warden to reflect or to anticipate changes in the job commensurate with the job title.

### **Duration of contract**

The contract will begin on 30<sup>th</sup> August 2018 and will end on 6<sup>th</sup> July 2019.

### **Salary**

The total salary payable will be £14,500 which will be paid in ten equal monthly instalments, between September 2018 and June 2019.

### **Accommodation**

Accommodation and full board is provided by the School and a monthly sum is deducted from net pay to reflect the cost of accommodation, meals, laundry and other domestic services.

### **Holidays**

The Graduate Assistant will not be required to stay at School during vacations and half-terms. Included in these vacation periods is a period of paid holiday equivalent to 5.6 weeks pro rata to the length of the contract, payment for which is included in the salary detailed above.

### **Miscellaneous**

- Free lunches are available during times when the School's kitchens are in operation
- Employees may use the Oxfordshire Health & Racquets Club, however, this is not a contractual entitlement
- Car parking is available on site, although this is not a contractual entitlement

### **Sickness Benefit**

There will be an entitlement to four weeks sickness benefit at full pay during the period of employment.

### **Termination of Employment**

The minimum period of notice required to be given by either the post holder or the School is one month, or a period of notice terminating on 6<sup>th</sup> July 2019, whichever is the shorter.

### **About the Candidate**

<b>Person Specification Characteristics</b>	
An honours degree	Essential
Ability to coach at least two major sports	Essential
A strength and conditioning and/or performance analysis qualification	Desirable
Played at least one major sport at a high level	Desirable
A good command of the English language and the ability to communicate with people of all ages and backgrounds	Essential
Ability to communicate with enthusiasm for their subject specialism and to practice and maintain high academic standards	Essential
Excellent administrative and organisational skills	Essential
IT literacy including competency in the use of MS Office	Essential
Able to work well as part of a team and to work under direction but also to use own initiative when required	Essential
A positive, enthusiastic and good humoured nature	Essential
The ability to maintain confidentiality	Essential
Willingness to be flexible and to carry out a variety of tasks and to develop and expand the role	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **Health and safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is 22<sup>nd</sup> April 2018.