



JOB DESCRIPTION

GRADUATE ASSISTANT

- Reports to:** Head of Department
- Responsible to:** Sub-Warden
- Contract:** Temporary. To begin from August 2024 (dated to be confirmed) and will end 28th June 2025.
- Salary:** The basic salary for the period of employment will be £18,000 payable in ten equal monthly instalments of £1,800 on the 25th of each month between September 2024 and June 2025.
- Contracted hours:** Full-time and term-time only.

1. Role Purpose

The School seeks to appoint a number of Graduate Assistants in academic departments from September 2024 for one academic year, with the possibility that the contract will be renewed for a second year in September 2025. The position will give the successful candidate the opportunity to experience life at a leading independent boarding school, to acquire and develop teaching skills, and to make a significant contribution outside the timetable to the School's extra-curricular activities and in the super-curricular programme for academic extension.

In addition, the School will provide training in skills both related to teaching and transferable to other professions. The role of Graduate Assistant will allow those interested in pursuing a career in teaching to gain directly relevant experience and training, and those more likely to move into another profession beyond the end of their time at St Edward's to acquire skills beneficial for their future careers in other areas.

2. Role Dimensions and Scope for Impact

Graduate Assistants play a full part in the boarding and co-curricular life of the School. Their 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 and over a number of years, Graduate Assistants have gone on 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 School's Common Room.

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

3. Core Responsibilities

- To assist and coach sport as appropriate (the successful candidate is likely to offer coaching skills in one major sport, notably rugby, football, rowing, hockey, cricket, tennis or netball)

- To assist in the coaching of other sports offered by the School and to supervise pupil training sessions in the Nuffield Health Fitness and Wellbeing Gym (situated on the School site).
- To carry out a variety of duties in a designated boarding house, providing tutorial and pastoral support to the Housemistress or Housemaster.
- To assist with the pupils' weekend activities programme.
- On a rota basis, to manage pupils travelling from London on School transport on a Sunday afternoon.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time to time by the Sub-Warden to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Knowledge, Skills, Experience and Personal Attributes

Qualifications

A good honours degree	Essential
Relevant co-curricular qualifications	Desirable

Knowledge and understanding

Extensive knowledge and understanding of trends and developments in the education sector, particularly co-curriculum activities	Essential
Extensive knowledge and understanding of co-curricular risk assessment and management	Essential

Skills

Planning and the creation of development plans	Essential
Outstanding communication skills, with the ability to relate to pupils, parents and staff	Essential
Ability and willingness to work both collaboratively and independently	Essential
Excellent organisational and administrative skills	Essential
Proven track record of delivering change	Essential

Experience

Extensive experience of having participated in a wide range of co-curricular activities	Essential
Experience of managing a team successfully	Essential
Ability to adapt and adjust to a continually changing environment	Essential
Ability to work off-site	Essential

Experience in pastoral care and pupil wellbeing	Desirable
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Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to professional development	Essential
Ability to inspire confidence in pupils, parents and staff	Essential
Strong interpersonal skills and communication skills	Essential
Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential

5. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

6. 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 Disclosure and Barring Service.

7. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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.

8. Hours of Work

The School operates a 12-day cycle timetabled over a two-week period. Timetabled lessons last 55 minutes and take place between 8.30am and 4.30pm on Monday to Friday and between 8.30am and 12 noon on a Saturday. Over a 12-day cycle, the Graduate Assistant is timetabled to assist with teaching lessons and other co-curricular music activities (the actual number is dependent on departmental requirements).

In addition to the duties outlined above (and the necessary lesson planning and marking), the Graduate Assistant is required carry out duties in a nominated boarding house and take on other agreed additional school-based responsibilities.

Hours of work vary according to the School term and are dependent on a number of factors including the number of pupils studying music. Hours of work and additional responsibilities will be agreed with the Graduate Assistant by the Sub-Warden after discussion with the Sub-Warden Academic and the Head of Department.

9. Accommodation

Accommodation and full board is provided by the School and monthly sum is deducted from net pay to reflect the cost of accommodation, meals, laundry and domestic services. The deduction is currently £400 a month and this includes bills.

10. Holiday

The Graduate Assistant will not be required to stay at School during school holidays and half-terms. Paid holiday equivalent to 5.6 weeks pro rata to the length of the contract is included in the salary detailed above.

11. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

12. Probationary period

The appointment is subject to a probationary period of three months.