



**JOB**  
**DESCRIPTION**

**GRADUATE ASSISTANT – ECONOMICS**

<b>Reports to:</b>	Head of Department
<b>Responsible to:</b>	Sub-Warden
<b>Contract:</b>	Temporary. To begin as soon as possible (date to be confirmed) and will end 28 <sup>th</sup> June 2026.
<b>Salary:</b>	The basic salary per month will be £1,800 payable in equal monthly instalments on the 25 <sup>th</sup> of each month between September 2025 and June 2026.
<b>Contracted hours:</b>	Full-time and term-time only.

**1. Role Purpose**

The School seek to appoint a Graduate Assistant in the Economics department from September 2025 for one academic year, with the possibility that the contract will be renewed for a second year in September 2026. 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.

We offer Economics as an A Level and IB option in the Sixth Form. Both courses provide candidates with a knowledge and understanding of the tools of economic analysis so that they are able to apply them to specific real world issues and problems.

The School's intention is to promote an understanding of internationalism in economics and therefore many issues will be explored from an international, global perspective. Pupils will be required to consider matters from the points of view of all the stakeholders to ensure meaningful evaluation.

The Department's philosophy is to fully engage pupils in the learning process and to make it an enjoyable experience. Pupils are encouraged to apply the economic concepts and theories to real world topical events and issues, for example, through participation in inter-school competitions such as Target Two Point Zero, the Blake Laphorn Challenge, the Enterprise programme and via the Economics Society.

Pupils are required throughout the course to read and collect articles from quality newspapers and The Economist from which they must draw out the relevant concepts and theories that can be

applied. Independent learning skills are further developed through extensive research for essays and, in the case of IB, through the three commentaries that comprise the coursework element.

## **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**

- Willingness to fully immerse in the life of the School through all areas of School life (academic, pastoral and co-curricular).
- To assist in ensuring continuity, progression and cohesiveness in all teaching and coaching.
- To assist and coach sport as appropriate (ideally coaching in one major sport – 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 including the supervision and care of pupils in boarding accommodation at unsocial hours (i.e. evenings and weekends)
- support to the Housemistress or Housemaster.
- To assist with the pupils' weekend activities programme.

## **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**

An honours degree or equivalent Higher Education qualification (or in the process of achieving)	Essential
Relevant co-curricular qualifications (for example a coaching qualification in one or more of our major sports – rugby, football, rowing, hockey, cricket, tennis or netball)	Desirable

### **Knowledge and understanding**

An understanding of effective pastoral care and co-curricular provision in a busy boarding school environment	Essential
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Extensive knowledge and understanding of trends and developments in the education sector, particularly co-curriculum activities	Essential
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### ***Skills***

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

### ***Experience***

Extensive experience of having participated in a wide range of co-curricular activities	Essential
Ability to adapt and adjust to a continually changing environment	Essential
Experience in pastoral care and pupil wellbeing	Desirable

### ***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 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. 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.

## **10. Holiday**

The Graduate Assistant will not be required to stay at School during school holidays and half-terms. Included in these holiday periods is a period of paid holiday, calculated with references to the statutory minimum figure of 5.6 weeks per annum. Payment for holidays 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:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward’s School)</b>
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.