**JOB DESCRIPTION**

**Job Title: Graduate Assistant, resident or non-resident**

**Reports to: Heads of Key Stage**

**Key Contacts and Relationships:** Resident Graduates, Heads of Key Stage, Head(s) of Department, Boarding staff and students, teaching and administrative staff, Head.

**Overall Purpose**

The role of the Graduate Assistant is to assist the academic and pastoral development of the pupils in the school and to undertake a variety of additional tasks that support the wider day to day operation of the School. This position will provide the post holder with a unique opportunity to explore a possible future career in teaching or one of the caring professions.

The nature of the specific responsibilities and role will, in part, depend on the strengths, interests and aptitude of the post holder. There will be opportunities to experience different aspects of the life of this busy community.

**Key Responsibilities**

* Support the work of allocated teachers/departments by:
* Providing administrative support to support pupils on educational visits, in practical and sporting activities.
* To assist with the delivery of lessons across the school.
* To support with wrap around care in the Junior School as required.
* Support the work of Boarding House parents by:
* Assisting with boarding house duties
* Contributing to the extra-curricular programme offered to boarders

**Key Performance Measures**

* Work independently and with the other Resident Graduates and the Heads of Key Stages to ensure that departments and students feel well supported
* Positive involvement in the life of the school
* Positive feedback from staff who Resident Graduates are supporting.
* Reliability, punctuality and positive role model.

**Skills and Competences required in the role**

* Evidence of flexibility and adaptability
* Ability to work without direct supervision – to be a self-starter
* Good sense of humour and an ability to work effectively in a team
* Effective communicator with a flexible approach
* Ability to interact with a wide range of people

We have suitable shared accommodation on site, which is available as part of the package due to the hours of the duties which may sometimes need to be worked.

The graduate will be paid a salary, with school meals provided during working hours and they may choose to live either on or off site.