

APPLICATION FOR THE POST OF

Graduate Assistant

One Year Fixed Contract
Term Time plus 4 Weeks



St Joseph's College

Job Description

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to services linked on its behalf.

The Graduate Assistant will work in Boarding two evenings per week and every other weekend, term time only, with an additional five shifts in Pre-sessional week, February half term, May Half term and the two days following the end of the term. The Graduate Assistant will also work across the College during weekdays supporting with administration and in-class support within the PE department. The Graduate Assistant is expected to support extra-curricular activities in sport as required and is responsible to the Head of Boarding and Assistant Principal Director of Sport and the Assistant Director of Sport.

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Organise, prepare for all lessons and share good practice with colleagues wherever possible.
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student as an individual with courtesy and respect.
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Undertake any other duty deemed reasonable by the Principal.
- Be of graduate age or above.

Specific roles:

- To support Boarding staff and students in the role of a Boarding Graduate Assistant two evenings per week and every other weekend, term time only, with an additional five shifts in Pre-sessional week.
- To follow Boarding best practice, procedures and policies.
- To engage with students in Boarding, support their academic studies and ensure they are safe and well cared for at all times.
- To support in PE lessons as required.
- To support appropriate extra-curricular sessions in sport (Male role preference in Rugby/Cricket; Female role preference in Hockey/Netball/Cricket).
- To transport students to and from off site training and fixtures both within and outside of the school day/ week.
- To undertake administrative duties as required.
- To help to create a stimulating, attractive, healthy and safe environment for students and other staff to work in.
- Accept advice and guidance to embrace current best practice.
- Contribute as required to various school publications such as pupil handbooks, prospectuses, option booklets, staff handbook, health and safety manuals and school

magazines and newsletters, and ensure familiarity with their contents.

- Ensure that all appropriate College procedures and policies are known and followed.
- To ensure that professionalism and best practice are maintained and reflect national developments.
- To contribute to the marketing and promotion of the College.

N.B:

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties

Person Specification

Experience	Essential	Desirable
Relevant recent experience of working within Boarding		✓
Experience of working with young people		✓
Demonstration of self-motivation and willingness to contribute	✓	
Knowledge and Understanding	Essential	Desirable
Secure knowledge and a good understanding of Boarding		✓
Clear understanding of the secondary curriculum and its assessment		✓
Employ a range of effective teaching, learning styles and assessment methods		✓
Able to use assessment data to inform and set targets		✓
Good level of literacy and numeracy	✓	
First aid	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Ability to inspire and enthuse children	✓	
A commitment to extra-curricular activities and supporting students beyond the classroom	✓	
Demonstrate effective skills in working with children and/or vulnerable adults	✓	
Motivation to work with children	✓	
Emotional resilience in working with students of all abilities	✓	
Responsible attitude to use of authority and maintaining discipline	✓	
Ability to communicate concepts clearly and concisely at the level appropriate to the student	✓	
Self-motivation and teamwork skills and abilities	✓	
Good communication skills	✓	
Excellent role model for staff and students	✓	
Innovative approaches to curriculum delivery		✓
Ability to generate ideas and drive initiatives		✓
Personal Qualities	Essential	Desirable
High expectations of students and colleagues	✓	
Highly motivated and able to motivate and inspire staff and students	✓	
Enthusiastic and committed	✓	
A passion for teaching	✓	
A forward thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	✓
Ability to keep a perspective and maintain a sense of humour	✓	
Potential for further promotion		✓
Charismatic – having a ‘presence’	✓	
Willingness to take on other roles and responsibilities within the department		✓
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required	✓	
Full Driving Licence	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Safeguarding training	✓	

St Joseph's College Vision and Values

Core Framework

VISION

Being our Best

MISSION

A Caring, High Achieving Community guided by Christian Values

CORE VALUES

Aspiration

Respect

Confidence

Core Values and Ethos

The following core values and behaviours underpin the ethos of our College.

We believe:

- *That everything we do should be for the benefit of the child*
- *That each child is individual and deserving of an equal educational opportunity*
- *That a community based on integrity, kindness, respect, courtesy and enjoyment creates the best learning environment*
- *In striving for excellence in all that we do, encouraging ambition and aspiration*
- *In the primary importance of actively safeguarding and protecting children*
- *In embracing innovation as well as seeking, reflecting upon, and learning from feedback and experience*
- *In the power of the team and the importance of working collaboratively*
- *That inspirational leadership means leading by example and with humility*
- *That we have an important role to play in the wider community, both locally and globally*
- *In taking a longer term view for the greater good of the College and its pupils*

The 'essence' of St Joseph's College is learned and lived through the following core values, which underpin our unique ethos and environment. Our ethos is derived from the educational philosophy and faith of St Jean-Baptiste de La Salle, Patron Saint of Teachers, and the example set by St Joseph, Patron Saint of Workers.

- **Faith and trust** - developing an awareness of faith, spirituality, awe and wonder and enduring belief in ourselves and others
- **Confidence and self-belief** - participating in a diverse range of academic, creative and physical experiences with self-assurance of one's own skills
- **Aspiration and achievement** - ensuring everyone makes maximum progress and reaches their potential whilst ensuring that ambitions for future careers, personal goals and life-long dreams can be realised
- **Effort and resilience** – providing a strong academic core and encouraging a desire to succeed, in order to develop adaptable and life-long learning skills
- **Respect and dignity** - developing moral values; an awareness of what it means to be a good citizen and respecting our own and other cultures, religions, values and beliefs
- **Community and compassion** providing a happy, secure and nurturing community, so we develop personally, take a full, active and constructive part in the life of our community and develop a sense of compassion and concern for others locally and globally
- **Creativity and open-mindedness** – seeking to innovate by being imaginative and entrepreneurial whilst searching for and evaluating, conflicting opinions and sources of evidence
- **Contribution and service** - developing a community perspective and awareness (locally and globally) by meeting the needs of others and thinking beyond 'the here and now'
- **Integrity and endeavour** – working with integrity and zeal and communicating reliably and openly
- **Self-regulation and humility** – continually seeking to attain the highest personal standards, whilst appreciating the many ways that people contribute to our world

Vision

We want to be known locally, nationally and internationally for our high quality, independent, all-round education for boys and girls, which is seamless through from nursery to university and the world of work, including:

- Our ethos, which combines strong **traditional Christian** values with a **unique** approach to **supporting** and **nurturing** children within a **friendly, family** environment
- Strong **academic** performance and **achievement** for pupils of all abilities and skills, enabling children and young people to consistently outperform local and national academic standards
- **Tailored** pastoral and academic support which develops our children into confident, successful, compassionate young people who have integrity, dignity and self-belief
- **Progressive, innovative and effective** approaches to teaching and learning
- Teaching which is **inspirational, challenging** and **engaging**, provided by well qualified and well supported staff
- A **flexible, inspiring and inclusive** 3-18 curriculum which meets the needs of the contemporary world
- Outstanding girls' and boys' **opportunities** and achievement in sport
- The quality and variety of curricular and **extra-curricular** opportunities, including outstanding Music, Art, Drama, Dance and Outdoor Education
- Leading the way in using **new technologies** which enhance and support teaching, learning, communication and administration
- Being a **reflective, open-minded, forward-thinking** organisation which is **receptive** and **responsive** to change, in order to provide the best quality all-round education within a competitive local, national and global market
- Our outstanding **facilities** and **grounds**
- High quality **Boarding** provision, including outstanding pastoral care for a diverse population of students, excellent facilities and a stimulating programme of activities
- An emphasis on **effective and timely communication** which ensures that current and prospective parents and the wider community, are well informed about the College's successes and strengths
- Creating **links** with alumni, businesses and community organisations which benefit our students and our school
- Clear **development planning**, which is underpinned by sound business and financial acumen and management, shared and communicated with stakeholders and reviewed and evaluated annually
- Strong and effective **leadership** and **management across the College**, which supports and enables its staff to develop professionally, personally and to deliver the school's aims within a positive, reflective and professionally community.