

JOB DESCRIPTION – GRADUATE ASSISTANT (GA)

With expertise in Sport

Aldenham School is looking to recruit a graduate assistant for the academic year Sept 2018 – June 2019. The job of GA offers a recent graduate the opportunity to gain experience of working in a school environment and is likely to be of particular interest to those who are considering a move into a teaching career. It is possible that, for the right candidate, the role may include the opportunity to gain experience of classroom teaching, in addition to the duties outlined below.

The post could be resident or non resident depending on circumstances.

Responsible to: The Director of Sport. Through him/her the Principal of the Senior School (with boarding duties, to the relevant Housemaster or Housemistress)

Roles and responsibilities:

1. To provide expertise in specific sporting areas, to support the activities and coaching or teaching programme in that area by working closely with pupils
2. To contribute to and develop the extracurricular program within your sport but also in a wider range of activities.
3. To represent the school at weekend fixtures
4. To develop resources to support pupils in their independent learning.
5. To provide cover for class teachers as required and other ad hoc duties as required at the direction of the Senior School Principal (e.g. Open Days/ Visitation Day).
6. To provide administrative support for the relevant academic department as directed by the Head of Dept
7. To assist with boarders' trips, boarding duties or involvement with the evening programme and with other School and House duties as appropriate.
8. To provide administrative support for the Sport Dept. and in other areas of the School as required
9. To provide support in the Prep School as required
10. To take on other tasks and duties as directed by the Senior School Principal – this may include some occasional work during the School holiday period

Key Areas of Responsibility:

To provide expertise in a specific area to support the activities and coaching or teaching programme in that area:

Sport: Each Assistant will be required to help supervise/coach/referee/umpire/organise major games and activities for three terms. The main sports at the School are hockey, football and cricket (boys) and

hockey, netball, rounders and dance (girls). The school is looking for expertise across a range of sports but with aptitude in one or more sports featuring in the Aldenham programme.

An ability or willingness to assist with other areas of school life e.g. the Duke of Edinburgh programme or CCF could be an advantage. The school may provide further training and professional development if necessary.

House Duties: The GA is required to assist with the activities programme and to take on break and lunch duties in Martineau's (Year 7 and 8 House). There may be other duties as agreed with the Senior School Principal

School Duties: GA's may be called up to cover lessons on occasion.

Terms and Conditions

There will be additional opportunities to contribute to the life of the Senior School by helping in the organisation of events or in other ways which will utilise or develop the skills of the GA.

Basic on-site accommodation may be available for the GA but it is not a requirement to live in school accommodation.

The GA is on "stand-by" to assist house staff in the event of staff absences etc.

Resident members of staff are required to sleep in school accommodation (rent free) every night during term time and will be on duty in a boarding house for 2 nights each week. Duty nights are arranged by rota. Overnight guests are allowed in accordance with school policy.

In return for contributing to school life, GAs will be provided with free meals during the school day and access to the School's sporting facilities when available. Resident GAs also have free accommodation provided by the school, including heating, lighting and local taxes.

The annual gross salary range for the Graduate Assistant is in the range of £10,000 - £12,000