



JOB DESCRIPTION

Job Title	Graduate Teaching Assistant
Department	Academic
Function	O&A
Reports to (Job Title)	Assistant Head Teaching & Learning
Location	Bilton Grange

JOB PURPOSE

To support and facilitate the successful delivery of the academic and co-curricular programme Bilton Grange.

The post holder will support the academic timetable by covering and teaching some lessons, make a significant contribution to coaching teams for the Games Department, undertake duties and co-curricular commitments as required, and support the boarding team with several duties each week. This role requires the post-holder to be residential.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Key responsibilities/accountabilities:

- Attitude and approach to work
- Adopt a positive and encouraging mindset towards all pupils.
- Demonstrate an enthusiasm for boarding school life.
- Exhibit responsiveness to advice and professional learning.
- Apply effort and determination when faced with challenges.

Teaching

- Be a 'go-to' cover teacher as required, showing preparedness and enthusiasm to teach a variety of subjects for pupils in Years 4-8.
- Where required, be diligent and careful in the planning of lessons, in accordance with the Department Scheme of Work.
- Carry out marking and supply written feedback in a timely manner, where required.

Sports coaching

- Make a substantial contribution to coaching a range of sports offered by the Games Department. This involves coaching sport across three terms. A good level of knowledge of one of the following sports is necessary for the role: Rugby, Hockey, Netball, Cricket.

Boarding Duties

- The postholder is expected to live on-site in accommodation provided.
- There will be a requirement for a minimum of four boarding-related duties, through the week. Two of these are expected to be evening duties.
- Support the boarders with their routines and general existence in and around school, offering care and guidance in relation to school life, social life and their life after school.
- Attend and support House events as required with a positive and professional mindset.

Other duties

- Participate purposefully in training as required.
- Carry out School Duties, such as a break supervision or sign-out, with professionalism and good judgment.

Child protection, discipline, health and safety

- Safeguard and promote the welfare of all the children and young people at Rugby School.
- Maintain good order and discipline among the students and safeguard their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Ensure all staff act in accordance with Rugby School's policies and procedures.

FURTHER INVOLVEMENT IN SCHOOL LIFE:

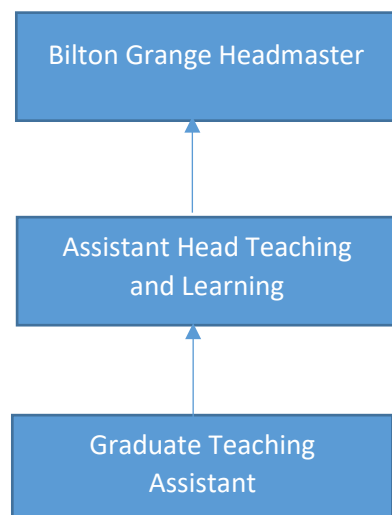
A great feature of Bilton Grange is that many staff are also involved in extra-curricular activities. We would be very interested to hear about any ways in which applicants feel they might contribute to our extra-curricular programme.

This job description sets out the duties of the post at the time it was prepared and is subject to change to meet the needs of the school. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed.

RELATIONSHIPS

Internal	All Bilton Grange staff and pupils Headmaster SLT Head Matrons & Domestic Matrons School Nurse Administrator/Receptionist Teaching Staff/Tutors/Teaching Assistants Catering staff Housekeeping Staff Maintenance and Grounds Staff Heads of Department at other RSG Schools
External	Parents Guardians/agencies SEND specialist agencies Visiting School staff & pupils Other Prep and Senior Schools

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	- A strong suite of GCSE, A level/IB Diploma qualifications or equivalent. - A Degree.	Further academic qualifications, such as an MA, MSc, PhD.	- Production of the applicant's certificates. - Discussion at interview. - Independent verification of qualifications.
Experience	- A minimum of university level, or good club level, sporting representation. - Experience of good level performance in another area of the co-curricular programme.	- Experience working in a school environment. - Sporting performance at a representative level in Rugby, Hockey, Netball or Cricket.	- Contents of the application form. - Interview. - References.
Skills	- Ability to work on own initiative, and as part of a team. - Ability to communicate effectively with students, staff, and leadership. - Ability to maintain appropriate constructive relationships when dealing with students.	- The ability to practice positive and encouraging behaviour management strategies. - The ability to motivate and inspire young people. - Ability to teach academic lessons. - Ability to coach sport. - Ability to contribute strongly to other areas of the co-curricular programme.	- Contents of the application form. - Interview. - References.



Knowledge	• Knowledge of the qualities of a positive working environment.	• Knowledge of study skills. • Knowledge of how human beings learn.	• Contents of the application form. • Interview. • References.
Personal competencies and qualities	• A commitment to safeguarding children. • Reliable, punctual and diligent. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and professional boundaries with children, young people and staff. • Kind and encouraging. • Interested in developing new skills and knowledge. • Determined to grow and develop as an individual. • Willingness to embrace a coaching philosophy and practice.	• Personally engaging and optimistic.	• Contents of the application form. • Interview. • References.