

APPLICATION FOR THE POST OF

# Graduate Gap Assistant

One Year Fixed Contract  
Term Time plus 5 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 and May Half 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 and weekend fixtures in sport as required and is responsible to the Housemaster/mistress, Vice Principal Pastoral & Boarding, Director of Sport Development and the Assistant Director of Sport.

## General Requirements

All staff are expected to:

- Follow the College 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.
- Undertake any other duty deemed reasonable by the Principal.
- Be of graduate age or above and hold a full driving licence.

## 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, 5 shifts in February half term and 5 shifts in May half term.
- 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 with the organisation and running of activities for boarders both in school and off site, including driving a minibus.
- To support in PE lessons as required.
- To support appropriate extra-curricular sessions and weekend fixtures in sport.
- 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*

#### OUR AIMS

For the needs of each student's *mind, body, heart*, and *spirit* to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes an active and positive role in their College, developing personal leadership skills whilst offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others
- ❖ Explores their individuality, creativity and learns to use their initiative