



Job Description		
Job Title	Prep Graduate Assistant	
Responsible to	Preparatory School Deputy Head Academic	
Department	Preparatory School	
Purpose of job and primary objectives	<ul style="list-style-type: none">• To assist Housemasters and Housemistresses with the day-to-day running of the Day and Boarding Houses. Associated tasks will include break time supervision, accompanying the children to and from lunch, after-school supervision and morning, evening and weekend boarding duties on a rota basis.• To assist staff in the Games and PE Departments with curriculum and co-curricular Physical Education, Swimming, and Games lessons, including the coaching and supervision of school teams.• To assist with Saturday morning and after-school activities as part of the co-curricular programme.• To participate in day and residential school trips/• To assist teaching staff in the classroom and the Library.• To cover staff absence as required.• To assist the Senior Management Team and secretarial staff with additional tasks and duties as required.	

What we are looking for:		
	Key Traits: <u>Essential:</u> <ul style="list-style-type: none"> • Warm, friendly and caring person. • Flexible and enthusiastic about trying new things. • Creative and inquisitive thinker. 	
	Key Qualifications: <u>Essential:</u> <ul style="list-style-type: none"> • A degree or equivalent qualification. <u>Desirable:</u> <ul style="list-style-type: none"> • A lifeguard and/or sports qualification. 	
	Knowledge & experience required: <u>Essential:</u> <ul style="list-style-type: none"> • Previous experience of working with young people (aged 8-13). • An understanding of a school environment. 	
	Skills Required: <u>Essential:</u> <ul style="list-style-type: none"> • Experience of coaching/playing sports such as Netball, Hockey, Cricket and Rugby. • Able to work with and understand the pastoral needs of children. • Able to work collaboratively as well as taking own initiative. 	

Other general responsibilities:	
	<p>Values and behaviours</p> <ul style="list-style-type: none"> • Uphold Clifton College's values • Act as a role model for all Clifton employees • Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment <p>Equal Opportunities</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to pupils and colleagues. <p>Safeguarding</p> <ul style="list-style-type: none"> • Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in order to ensure the welfare of our pupils. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the welfare of colleagues and pupils. <p>Professional Development</p> <ul style="list-style-type: none"> • Maintain and update your own knowledge and skills in line with legislation and the needs of the role.