

## **Graduate Academic Assistant**

### **Full-time, Fixed-Term, Term-Time Only Contract**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon.

We are offering a fantastic opportunity for an inspiring Graduate Academic Assistant with expertise in a Mathematics related subject (Mathematics/Computer Science/Natural Sciences) to act as an extra enrichment resource and overall support to academically stretch some of our brightest students throughout the Upper School. This is initially for a one-year contract (1 September 2021 to 6 July 2022) with the option of a possible extension to a second-year developmental post (July 2022 to July 2023).

The successful candidate would make interventions with students from Year 10–13, tutoring university-style problems and teaching stimulating content beyond the curriculum. The Graduate Academic Assistant would also have a role in mentoring Mathematics, Science and Computer Science Oxbridge candidates in their academic preparations and supporting teaching staff in other enrichment projects.

The Graduate Academic Assistant will report to the Head of Higher Education.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

Key responsibilities:

- To lead enrichment sessions with a focus on university-style material
- To mentor students in the Upper School and guide them towards Oxbridge applications/other competitive university courses
- To support teachers and Heads of Department in Oxbridge provision
- Lead projects outside the curriculum to inspire and challenge students
- To assist the School with other related enrichment and academic work

Your initial contract will end on Wednesday 6 July 2022. At the end of the academic year, we will undertake a review to establish your suitability to continue into a second year.

#### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

## **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

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:**

### **Essential**

- To have a positive attitude towards equal opportunities and excellence for all
- Educated to degree-level or equivalent
- Excellent written and verbal communication skills
- Hard-working, reliable, creative, and enthusiastic
- Confident to work positively and collaboratively with pupil and staff
- Resilient and adaptable
- Able to work as part of a team and also independently without supervision when required
- Ability to plan a scheme of work to support an individual or group
- Able to prioritise your work and adapt when circumstances change, meeting deadlines under pressure
- Excellent administrative and ICT skills (Excel and Word skills are essential)

### **Desirable**

- A quantitative degree (Mathematics, Computer Science, Engineering etc.)
- Previous experience in working with children aged 10-18 years
- Experience of supporting pupils in an educational environment on a 1:1 and group basis

## **FURTHER INFORMATION**

### **STAFF BENEFITS**

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday pay
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Meals are provided while on duty during term time.

### **CONDITIONS OF SERVICE**

This position is offered initially as a full-time, term-time only, fixed-term contract from 1 September 2021 to 6 July 2022, with a possible extension from July 2022 to July 2023 as a full-time, full-year, fixed-term contract.

The Graduate Academic Assistant will work 5 days per week, Mondays to Fridays. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There is a requirement for some flexibility with start and finish times to meet the needs of school activities. Any change will be mutually agreed in advance.

The salary for this post will be at Point 12 of the Whitgift Foundation Support Staff Pay Scale. This is currently £22,319 per annum (full-time, full year equivalent). This equates to £17,597.67 per annum (pro rata to 41 weeks, term-time only and including 5 weeks' holiday pay) ie. £429.21 weekly equivalent. Salaries are reviewed on 1 September.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

Applications will be reviewed daily and we invite interested candidates to apply as soon as possible.

**Closing date: Midnight on Sunday 23 May 2021**

**Interviews: Week commencing 24 May 2021**

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.***

*May 2021*