



GRADUATE TEACHING ASSISTANT

1. JOB DESCRIPTION

Purpose of the role

To support departments with the delivery of the A-level curriculum to promote high standards of academic attainment and progression to competitive universities for sixth formers.

Graduate Teaching Assistants will be assigned to one or more departments, depending on their skills and experience.

The key responsibilities will include:

a. Supporting teaching and learning:

- Supporting students in class, as directed by teaching staff;
- Supervising, where necessary, larger class groups;
- Providing small-group or 1:1 tutoring;
- Leading and supervising intervention groups and/or preparation for university admissions tests and interviews.

b. Departmental support:

- Producing A level teaching resources for use by the department;
- Assessing student work and providing written or verbal feedback, in consultation with teaching staff;
- Supporting departments with administrative tasks.

c. Wider responsibilities:

- fully supporting the ethos and aims of LAE;
- creating an effective rapport and a sound relationship with all LAE sixth formers, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;
- contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- contributing to LAE's co-curricular programme as needed.
- prioritising always the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;

- maintaining effective and harmonious professional relationships with colleagues, by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- Any other reasonable duty, as requested by the Headteacher.

2. PERSON SPECIFICATION

Essential professional criteria	How these will be confirmed
<ul style="list-style-type: none"> • Good grades at A-Level or equivalent. 	A
<ul style="list-style-type: none"> • Good honours degree in the subject closely related to relevant department the candidate wishes to work in. 	
<ul style="list-style-type: none"> • Passion for their subject and for promoting learning. 	
<ul style="list-style-type: none"> • Excellent interpersonal skills including building good relationships with colleagues and sixth formers. 	A, I, T, R
<ul style="list-style-type: none"> • Effective oral and written communication. 	A, I, T, R
<ul style="list-style-type: none"> • Excellent organisational skills. 	A, I, T, R
<ul style="list-style-type: none"> • Passion and commitment to supporting students to succeed, academically and pastorally, 	A, I, R
<ul style="list-style-type: none"> • Commitment to providing enriching extra and cocurricular activities. 	
<ul style="list-style-type: none"> • Belief that pupils can achieve highly regardless of background. 	
<ul style="list-style-type: none"> • Enthusiasm, humour and initiative. 	
<ul style="list-style-type: none"> • Resilience, flexibility and an ability to work under pressure. 	
<ul style="list-style-type: none"> • A belief that the best interests of pupils always come first and that safeguarding concerns must be acted on quickly. 	
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Desirable professional criteria	How these will be confirmed
<ul style="list-style-type: none"> • Experience of working with young people. 	A
<ul style="list-style-type: none"> • Successful experience of tutoring or providing support to young people. 	A, I, R
<ul style="list-style-type: none"> • Experience of working in a fast-paced environment, managing competing demands. 	

KEY: A = Application form; I = Interviews; T = Task; R = References

Safeguarding LAE is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo pre-employment screening, including an enhanced check with the Disclosure and Barring Service.