**

**Post Title** Graduate Assistant – Lower School

**Reporting To** Head of Lower School

**Hours** Full-time term time only

**Role Profile**

The main purpose of the role to be a confident role model, to demonstrate a clear sense of right and wrong and make promote a good work ethic, for the boys in years 7 and 8. The successful candidate will integrate and build professional relationships with the boys during breaks, lessons, co-curricular activities and supervised prep.

For those candidates considering a career in teaching, we will provide support, mentoring

and teaching experience ahead of applying for your PGCE

**Key Duties and Responsibilities**

* Support individuals and groups of boys in all aspects of school life including academic lessons, sport and co-curricular activities
* Liaise closely with the Head of Lower school and Matron on day to day issues
* Set clear expectations of standards of behaviour in keeping with the ethos of the House
* Encourage the boys to interact with each other and engage in teacher led activities
* Demonstrate tolerance and acceptance of differences among the boys
* Assist in the supervision of boys during break times
* Provide detailed and regular feedback to the Housemaster regarding the achievements and behaviour of the pupils
* Encourage the boys to step outside their comfort zone and grow as individuals
* Help create a purposeful and supportive learning environment
* Provide administrative support to the house team and lower school teachers
* Accompany the boys on day and residential trips as required

**Skills and Attributes Required**

* A genuine interest in working with young people to make a difference to their lives
* Excellent organisational skills with an ability to work to a strict deadline
* Ability to build strong relationships built on trust with pupils
* Good working knowledge of IT
* Proven ability to use initiative, think on your feet, and be flexible where needed
* Excellent interpersonal skills with the ability to communicate well with students, colleagues, parents and senior management

**Any other duties as reasonably required by your Head of Department or member of the Senior Management Team**

**Outline Salary and Conditions**

* A competitive salary will be offered in accordance with experience and qualifications. Shiplake College has its own salary structure
* A contributory pension scheme is available
* Accommodation may be available on site
* Hours will be by agreement with successful candidate
* Free lunch and supper if you are scheduled to work at meal times during term time
* Free use of gym and open air swimming pool (summer season only)
* Shiplake complies with standard employment legislation with regard to retirement

**Shiplake College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Shiplake College is an equal opportunities employer.**