

Fettes College Preparatory School

Graduate Assistant
Start date: August 2019



Fettes Prep School is situated in a 90 acre wooded campus in the Stockbridge area of Edinburgh which is very close to the city centre. We have 210 pupils aged 7-13 and we share this beautiful campus with Fettes College, which was founded in 1870 and is one of the UK's leading co-educational boarding and day schools.

The Prep School is able to make use of the College facilities, including the Chapel, Westwoods Sports Centre and the extensive sports pitches but also enjoys the benefit of our own dedicated staff, curriculum and buildings.

Approximately 25% of our Prep pupils board and we have two boarding houses - Arran for the boys and Iona for the girls.

The Teaching Staff consists of the Headmaster (a member of the Independent Association of Preparatory Schools) and 30 members of the Common Room.

There is a pervading sense of community amongst staff, pupils and parents alike and everything that we do at the Prep School shows the commitment we have to the happiness of our children. Ninety-five per cent of our pupils move onto the College where the Fettes family journey continues. The College has 560 students (13-18years) of whom 75% are boarders. There is also strong Old Fettesian Association (with over 5,000 Old Fettesians worldwide).





THE ROLE

An opportunity has arisen for an enthusiastic individual to join Fettes College Prep School as a Graduate Assistant for a one academic year fixed term contract from late August 2019 until the end of June 2020. This is an exciting opportunity for graduates interested in a career in the education sector and who are keen to build up valuable work experience.

We are a friendly and flourishing co-educational school. Alongside the pursuit of academic excellence, the school boasts excellent facilities with a strong tradition in sport, music and drama and the ideal applicant must be willing to engage in the extra and co-curricular programme of a vibrant school community.

The main duties and responsibilities of the role will include:

Teaching

Graduate Assistants will shadow the teaching responsibilities of chosen teachers, giving exposure across the curriculum and in areas of subject specialism where relevant. The opportunity to observe lessons in the Senior School will be made available where appropriate. The teaching load in the Prep School will not exceed more than 25 lessons per two-week cycle.

Administration

- To cover Prep School Reception when required
- To assist the Deputy Headmaster in the administration of the reward system and the operation of the Prep School Stationery Shop





- To assist the Prep School Secretary in her administrative role when requested
- To assist the Director of Studies in the administration of examinations and Standardised Testing

Games Coaching

Graduate Assistants will assist with games in all three terms for three afternoons a week. The possibility of being sponsored through recognised mainstream sporting awards will be pursued where the Headmaster deems appropriate.

Weekend and Evening Activities

- Graduate Assistants will be on duty on alternate weekends and assist or lead an evening activity (Tuesdays and Thursdays) at least once a week
- Graduate Assistants will assist with the supervision of pupils in the evenings until 9pm when deemed appropriate – in the summer months this has the possibility of being every evening

Break time and lunch time duties

- Graduate Assistants will play a full part in the supervision of children during break times, lunch times and changing room duties.
- Graduate Assistants may be asked to take on further responsibilities deemed appropriate by the Headmaster.



ACCOMMODATION AND REMUNERATION

Rent-free accommodation including bills will be provided throughout the year and meals will be provided in the dining hall during term time free of charge. Complimentary membership of our leisure club is also available. A Graduate Assistant will start on a salary of £990 per month.

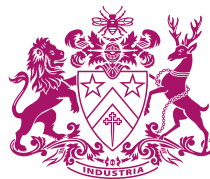
APPLICATION PROCESS

To apply please complete the School Application Form, accompanied by a covering letter and CV (including the names and addresses of two referees) and send to the Headmaster, Fettes College Preparatory School, East Fettes Avenue, Edinburgh EH4 1DL or email to prepschool@fettes.com.

If you would like further information prior to applying for this role, please contact Mrs Rachael Pollock on 0131 332 2976.

Closing date for applications is Friday 8th March 2019. Interviews will be held during week commencing 11th March 2019.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.



**Fettes College
Preparatory School**