



Graduate Teaching Assistant

The principal role of the Graduate Teaching Assistant (GTA) is to support the academic staff in the delivery of academic, extra-curricular and pastoral programmes in a variety of learning environments and both within and beyond normal School hours.

The position of GTA should be regarded as an opportunity for recent graduates who may be considering a career in teaching to learn more about the profession, to develop their own professional skills, to take responsibility for certain elements of the School's delivery, and to make a full and positive contribution to the life of the School.

GTAs will be expected to use their initiative, to work closely and collaboratively with a wide range of staff, and to throw themselves enthusiastically into the life of a busy boarding school.

GTAs are expected to maintain the same standards of professional conduct and ethics as members of the academic staff.

GTAs at the Prep will report to the Deputy Head (Boarding), and at the College will report to the relevant Director – music or sport.

Duties and Responsibilities

The following list of duties and responsibilities is neither exhaustive nor prescriptive, and may alter depending upon the context in which the GTA is operating.

Pastoral Support

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Refer pupils to appropriate sources of pastoral support
- Contribute to the life of the boarding community
- It is expected that GTAs will contribute wholeheartedly to the boarding ethos of the School, supporting boarding house staff in the supervision, care and development of boarders, and in the organisation and supervision of out-of-hours activities
- GTAs will assist staff with after-school clubs and regular evening activities for the boarders at the Prep, and/or skill-specific support sessions at the College
- GTAs should expect to be required for two weekends in every three, and will contribute to the welfare of the boarders by offering continued support to the duty rota, and by supporting the programme of Saturday activities and Sunday trips
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Extra-Curricular Support

- Contribute enthusiastically to the School's extra-curricular programme
- Support the lead staff in team coaching, and take responsibility for one-on-one and small-group activities, for example, skill-specific sports workshops, drama rehearsals or musical ensembles
- Support the lead staff in the administration, planning and organisation of the games programme
- As far as professional experience and qualifications allow, officiate at fixtures
- Accompany teams to away fixtures

Other Duties

- Where appropriate, support the delivery of the academic programme, both in the classroom and in any other environment
- Actively support pupils with their learning
- Assist academic staff with the development of learning resources and the creation of displays
- Assist in the administration of routine tests and internal examinations, including invigilation
- Undertake occasional lesson cover
- Assist on school trips/boarding outings
- Be prepared to support the travel arrangements of overseas pupils by escorting pupils to the airport at half term breaks and the end of term
- Provide clerical/administrative support to academic staff
- Be aware of and comply with School policies, with particular emphasis on those relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal Specification

Skills, knowledge and personal qualities	<ul style="list-style-type: none">• Commitment to the development and progress of young people• Excellent communication skills to interact with pupils, staff, parents and visitors to the School• A recognized degree of competence in a range of sports, music or drama• Proven ability to work independently and on own initiative• Common sense and reliability• Excellent organisational skills, and attention to detail• Flexible working attitude and willingness to work long and unsociable hours• Able to work under pressure and to deadline• Able to manage time and prioritise tasks• Loyalty to the School
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Qualifications/ Experience	<ul style="list-style-type: none">• Educated to degree level• Ideally, experience of independent/boarding school education
Other Requirements	<ul style="list-style-type: none">• Satisfactorily meeting the schools employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

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