



Job Description

Job Title: Performing Arts Graduate (Fixed Term)

Responsible to: Deputy Head

Main Purpose of Role

- To assist with general duties in the school
- To communicate positively with parents and colleagues.
- To be a proactive and committed member of the school
- To take responsibility for other tasks in and around the school

Key Responsibilities

Prep School Duties

- Classroom support
- Break time supervision duty
- Assisting with school events or trips (including residential trips away from school)
- Assisting with after school events including parents' evenings and plays where necessary
- Assisting in sports, including fixtures against other schools
- Fully support the extra-curricular life of the school, which is likely to involve leading music and drama clubs as part of the extra curricular offerings to pupils.
- To accompany choir rehearsals and assist with musical ensembles.

Administrative Support

- Assisting with general office duties eg. assisting with mail outs, filing, photocopying, shredding, designing programmes for concerts, displays etc.
- Assisting with morning and afternoon registration
- Possible preparation for art lessons

Other Duties

- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties. All staff are expected to attend Open Days and Training days as required by the Headmaster.
- Assist in various sections of the school as guided by Deputy Head
- Be available for some weekend and evening commitments
- Eat all meals with the children as available.
- Reflect the school's ethos when dealing with parents, children and the local community.
- Demonstrate a high level of commitment and flexibility, contributing to the wider curriculum through games and activities and the life of the community as appropriate
- Promote and safeguard the welfare of children in the school.



East Mascalls Lane, Lindfield, Haywards Heath, West Sussex, RH16 2QL
T: 01444 483528 E: gwmil@greatwalstead.co.uk www.greatwalstead.co.uk

Headmaster: Chris Calvey BEd (Oxon)



Standards and Quality Assurance

- A suitable person to work with children under the terms of the Children Act and other relevant legislation.
- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform rules.
- Participate in Inset and undertake appropriate further training as part of the professional development programme.
- Attend team and staff meetings.
- At least three days before term starts should be kept available for preparation and Inset sessions.

Performs any other duties commensurate with the position level as directed by the Deputy Head.

Safeguarding responsibilities:

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.



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Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	Good standard of education to include a relevant degree	Evidence of continued professional development First Aid qualification	Application form/ Certificates
Knowledge and Experience	Good IT skills	Knowledge of safeguarding Knowledge of Health and Safety Ability to play the piano	Application form
Skills			
Relationships	Ability to establish and maintain good relationships with pupils, colleagues and parents. Ability to form and maintain appropriate relationships and personal boundaries with children.		
Interpersonal	Ability to communicate effectively verbally and in writing. Flexible Resilient under pressure. Able to deal sensitively with people. Positive, enthusiastic and motivated approach. Appropriate attitude to the use of authority and maintaining discipline.		
School Ethos	Empathy with the spiritual life of the school.		

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster or line manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.



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