

JOB DESCRIPTION	
Job Title	Graduate Assistant
Department	City of London School
Grade	B
Location	London
Responsible to	Deputy Head Co-Curricular & Operations
Responsible for	N/A

Introduction

The Graduate Assistants will spend the morning supporting the academic sphere of the school, and in the afternoon will contribute to the extensive Games Programme, as a specialist or non-specialist. They will also be expected to play a part in the broader co-curricular life of the School.

The Graduate Assistant post offers an opportunity for a graduate to gain experience of the education sector and should provide a good springboard to a career in the teaching profession in either the independent or maintained sectors. The School will facilitate preparation for formal teacher training, where appropriate and desired, through class teaching and other opportunities, supported by relevant training opportunities.

The Graduate Assistant reports directly to the designated member of the School’s Senior Management Team.

Specific responsibilities

Graduate Assistants are expected to:

- Provide cover for absent teaching staff – supervising and/or delivering teaching material as instructed.
- Assist with timetabled lessons as requested – supporting teachers with delivery of the curriculum (i.e. through team teaching).
- Manage sub teams of pupils to enhance our educational provision.
- Provide administrative support to Departments as requested
- Assist with the staff duty rota
- Assist with the delivery of the School’s Games programme
- Assist with a range of co-curricular activities, including off-timetable days and other school activities in curriculum time.
- Support the School’s programme of educational visits.

- Support other school events (e.g. Open Events and Admissions Events) as required.

General responsibilities

All School staff are expected to:

- Work towards and support the School's vision and objectives as outlined in the School's Strategic Plan
- Support and contribute to the School's responsibility for safeguarding pupils
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils, and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with staff, pupils, and parents
- Engage actively in the performance review process
- Undertake other reasonable duties related to their job as required from time to time.

PERSON SPECIFICATION	
Job Title	Graduate Assistant
Department	City of London School
Grade	B
Responsible to	Deputy Head Co-curricular & Operations

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Knowledge and skills

1. Degree level qualification (ideally in core curriculum subject, but not essential)
2. Active interest in pursuing a teaching career and passion for educating young people.
3. A thorough understanding (which can be supported by training) of the statutory framework regarding safeguarding, and its implementation at City of London School. (A)
4. Confident and competent in the use of ICT. (T)
5. Qualification, experience and/or interest in coaching a range of sports, specialist coaching qualifications desirable but passion and interest equally valuable.

Personal attributes

1. Ability to establish rapport and respectful and trusting relationships with children, their parents / carers / families, and other adults. (A / I)
2. Collegiality in working with staff, including SMT, with the ability to work effectively and supportively with all staff. (A / I)
3. Ability to build and maintain purposeful and successful relationships. (A / I)
4. Self-reflection and an openness to constructive criticism. (A / I)
5. The ability to work towards an agreed outcome, particularly when it is not the approach that you might not have chosen. (A / I)
6. Discretion. (A / I)
7. Resilience, the ability to work under pressure and be able to meet deadlines. (A / I)
8. Proven ability to prioritise workloads with an understanding of the need to balance competing pressures. (A / I)

9. Demonstrates enthusiasm. (I)
10. A good sense of humor. (I)
11. High personal standards. (I)
12. A clear commitment to the School's Strategic Vision. (A / I)
13. A clear commitment to our pupils and their learning, wellbeing, and safety. (A / I)
14. Able to apply school policies and practices professionally. (A / I)
15. A commitment to equality. (A / I)