



## **JOB DESCRIPTION – GRADUATE ASSISTANT (GA)**

### **With expertise in Sport**

Aldenham Prep School is looking to recruit a graduate assistant for the academic year Sept 2019 – June 2020. The job of GA offers the opportunity for a recent graduate to gain a wide experience of working in a school environment and is likely to be of particular interest to those who are considering a move into a teaching career. It is possible that, for the right candidate, the role may include the opportunity to gain experience of classroom teaching.

Aldenham Prep School invites applications from any academic discipline. It is expected that successful applicants will be energetic, enthusiastic team players who are willing to throw themselves fully into the life of a busy day/boarding school. Successful applicants are likely to have a range of skills which could include a particular academic focus, a sporting specialism and an ability to contribute to the extra-curricular life of the school,

### **Role and Responsibilities**

1. To demonstrate knowledge and competence in Games, PE, and Swimming and show potential in their teaching to a range of abilities by working closely with PE staff and pupils.
2. To contribute to the extracurricular program.
3. To develop resources to support pupils in their independent learning.
4. To provide cover for class teachers as required and other ad hoc duties as required at the direction of the Head of Prep.
5. To assist trips, duties or involvement with evening events when needed.
6. To provide admin support when necessary.
7. To take on other tasks and duties as directed by the Head of Prep.

### **Extra-curricular**

Aldenham Prep School is particularly interested to hear from applicants who can also contribute to the extracurricular programme. This is an important part of the all-round educational philosophy of Aldenham, providing opportunities to enrich pupils' school experience and further develop a broader range of skills.

The school may arrange for further training as appropriate, but a keen interest, willingness and ability is paramount.

There will be additional opportunities to contribute to the life of the Prep School by helping in the organisation of events or in other ways which will utilise or develop the skills of the GA.

**Boarding House Duties:** The GA is also required to assist with the Boarding evening duties and other duties in the Senior School as agreed with the Head of Senior School.

**School Duties:** GA's may be called up to cover lessons on occasion.

### **Terms and Conditions**

There will be additional opportunities to contribute to the life of the Prep and Senior Schools by helping in the organisation of events or in other ways which will utilise or develop the skills of the GA.

Basic on-site accommodation may be available for the GA but it is not a requirement to live in school accommodation.

The GA is on “stand-by” to assist house staff in the event of staff absences etc.

Resident members of staff are required to sleep in school accommodation every night during term time. Duty nights are arranged by rota. Overnight guests are allowed in accordance with school policy.

In return for contributing to school life, GAs will be provided with free meals during the school day and access to the School’s sporting facilities when available. Resident GAs also have free accommodation provided by the school, including heating, lighting and local taxes.

The annual gross salary range for the Graduate Assistant is in the range of £10,000 - £12,000