



## **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**

#### **Academic Support**

- Support the delivery of the academic programme, both in the classroom and in any other environment
- Actively support pupils with their learning, providing subject-specific guidance and advice in study skills.
- Assist academic staff with the development of learning materials both in hard copy and online
- Monitor pupils' attitude to learning, achievements and areas of support and discuss these with the Head of Faculty/Subject Lead.
- Create and maintain a purposeful, orderly and supportive environment, and assist with the display of pupils' work.
- Assist in the administration of routine tests
- Invigilate exams
- Prepare, maintain and use equipment/resources as required to meet the demands of the subject.
- Undertake occasional lesson cover

## 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, and support boarding house staff in the supervision, care and development of boarders.
- 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.
- Take responsibility for one-on-one and small-group activities, for example, skill-specific sports workshops, drama rehearsals or musical ensembles.

## Other Duties

- 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

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