

JOB DESCRIPTION

Graduate Assistant

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>		
Organisational Information:	Reporting to:	Subject Area Head of Department/ Head of Boarding
Summary of the role:	<p>Walhampton is looking to appoint a group of Graduate Assistants to play a full and active role in the life of the school, including Boarding. In particular, we are looking for those who have a passion for Science, Art, or Technology. The successful candidates will work alongside subject teachers to support lessons, set up experiments, lead art projects, or manage specialist resources. This role also includes participation in the school’s extensive extra-curricular programme. Graduate Assistants may also have other responsibilities such as providing administrative support in our busy school office, supporting with Pre-Prep Forest School, or accompanying pupils on the Walhampton Express. Successful candidates must therefore be flexible, hard-working, and enthusiastic. We have a fantastic team here at Walhampton and are keen to find those who enjoy collaborating.</p> <p>This opportunity is ideal for recent graduates or current undergraduates who wish to gain experience working with young people in a school environment or are considering a career in teaching or education. This is a fantastic opportunity to spend a year in an innovative school that puts great emphasis on creativity, rigour, and developing our staff.</p> <p>Walhampton provides a supportive environment where Graduate Assistants can develop their skills, contribute to the whole school community, and gain valuable experience in a variety of areas. We are also open to tailoring responsibilities to accommodate individual interests and strengths that align with the needs of our pupils.</p>	
Main duties and responsibilities:	<p>The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post. Responsibilities may change throughout the year and your timetable may include:</p> <p>Classroom Support</p> <ul style="list-style-type: none"> ● Support and encourage children in your area of specialism. ● Work as a team with teachers to prepare engaging lessons and projects, as well as organising resources. ● Set up and manage equipment for practical lessons and activities, such as robots, 3D printers or our extensive art resources. 	

	<ul style="list-style-type: none"> ● Provide in-lesson support to ensure active pupil participation. <p>Extra-Curricular Activities</p> <ul style="list-style-type: none"> ● Support core staff to organise fun and stretching extra-curricular activities and events. ● Inspire children through activities at lunch or break times. ● Supervise children during break times, meal times and in free periods. <p>Boarding Support</p> <p>Graduate Assistants are expected to contribute to the smooth running of Bradfield House, with responsibilities including:</p> <ul style="list-style-type: none"> ● Assist with settling new students in Bradfield House. ● Supervise and help organise and run boarders' activities both within and outside the boarding house, including weekend activities. ● Attend boarding staff meetings as required. ● Assist boarders with completing their Prep (homework). ● Support with the morning 'wake up' and evening 'bedtime' routines. <p>General Support</p> <ul style="list-style-type: none"> ● Ensure the general wellbeing of the children, providing care and supervision as required. ● Assist with pupil needs as appropriate during the School day. ● Set a positive example of behaviour, integrity and good manners at all times. ● Escort children on public transport, including train journeys to and from London on the Walhampton Express, and ferry trips to and from the Isle of Wight, on a rota. ● Attend and support functions and events as needed. ● Undertake additional duties as may be reasonably required. <p>The above is only an outline of the tasks and responsibilities of the role. It is not a comprehensive or exclusive list and duties may be varied from time to time, where this does not change the general character of the role or the level of responsibility. The job description may be reviewed on an on-going basis in accordance with the changing needs of the School.</p>
<p>General Duties/ Safeguarding</p>	<ul style="list-style-type: none"> ● The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to act in accordance with the aims, policies and administrative procedures of the School. ● Be aware of and adhere to policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay. ● Respond to issues promptly, ensuring relevant information is communicated to other members of staff in a timely manner. ● Comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour,

	<p>nationality, ethnic or national origin, religion, political opinion, trade union membership.</p> <ul style="list-style-type: none"> ● Contribute to the overall aims and ethos of the School. ● Participate in training and other learning activities and performance development as required.
<p>Person Specification</p>	<p>We are looking for candidates who demonstrate the following:</p> <p>Qualifications and Experience:</p> <ul style="list-style-type: none"> ● Hold or be working towards a relevant degree. ● Experience of using, or an interest in learning how to use specialist equipment (e.g., 3D printers, laser cutters, workshop tools) and following CLEAPSS safety guidelines. <p>Skills and Attributes:</p> <ul style="list-style-type: none"> ● High expectations for pupils' learning, behaviour, and achievement. ● Strong organisational and time-management skills. ● Reliable, hardworking and punctual, with a willingness to learn and adapt. ● Creativity, enthusiasm, and a proactive approach to tasks. ● A passion for making a positive difference in the lives of young people.
<p>Accommodation</p>	<p>Single-bedroom accommodation in the Clocktower flats, with shared kitchen and bathroom facilities, is available if required. Please note that the accommodation must be vacated during the summer break, as the facilities are hired out to external groups. We will provide you with specific dates for vacating the premises. A small contribution toward utilities is required, but there is no rental charge for accommodation or food during term time. If you plan to have guests on-site, please inform the Head of Boarding in advance. Overnight guests are only permitted with prior approval from the Head or Director of Finance & Operations.</p>
<p>Terms & Conditions</p>	<ul style="list-style-type: none"> ● Fixed term contract: one academic year. ● Minimum 40 hours per week during term time (33 weeks), plus INSET (3 days prior to the start of each term), including some evenings and weekends on a rota, as well as school trips and expeditions, which may occasionally fall over weekends. ● 5.6 weeks' paid holiday (to be taken during school holidays). ● Accommodation available on-site if required. <p>This job description does not form part of the employment contract. The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.</p> <p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p>