



## JOB DESCRIPTION

### Graduate Assistant

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.		
Organisational Information:	Reporting to:	Deputy Head/Deputy Head Academic/Head of Boarding
Summary of the role:	<p>Walhampton is looking to appoint a group of <b>Graduate Assistants</b> who will be fully immersed in the day-to-day life of the School. In particular, we are looking for those who have a passion for <b>Science, Art</b> or <b>Technology</b>. The successful candidates will have the opportunity to work alongside subject teachers, set up experiments and practical lessons, coach sports teams or lead on art projects. We are also looking for those who are excited about participating in the school's extensive extra-curricular programme. We have a fantastic team here at Walhampton and we are keen to find those who enjoy collaborating.</p> <p>We are looking for recent graduates or current undergraduates who wish to gain experience of working with young people in a school environment, perhaps as a prelude to a career in teaching. 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>The School will be able to help the successful candidate in developing and extending their skills and gain valuable experience in a variety of areas. If, for example, an Assistant is passionate about a given area, then opportunities could be created to accommodate their interests, where this will be beneficial to pupils.</p> <p>Ideally, the successful applicant would have an interest in being part of the boarding life at Walhampton. On-site accommodation can be provided if this is of interest. We also welcome applications for those candidates who would prefer to live in the surrounding area.</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.</p> <ul style="list-style-type: none"><li>• Supporting and encouraging children in their area of specialism.</li><li>• Working as a team with teachers to prepare exciting lessons and projects, as well as organising resources.</li></ul>	

	<ul style="list-style-type: none"> <li>• Managing specialist equipment such as robots, 3D printers, our extensive art resources or sports equipment.</li> <li>• Helping core staff to deliver lessons.</li> <li>• Helping core staff to organise fun and stretching extra-curricular events.</li> <li>• Test and develop new ideas.</li> <li>• Work to inspire children through activities at lunch or break times.</li> </ul> <p>This job description outlines the current duties of this post to indicate the level of responsibilities. 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 job or the level of responsibility.</p>
<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To work within school procedures and codes of practice.</li> <li>• To undertake such other duties as are agreed to being in keeping with the general nature of the role.</li> </ul>
<b>Safeguarding</b>	<p>All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.</li> <li>• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall aims and ethos of the School.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Assist with pupil needs as appropriate during the School day.</li> </ul>
<b>Person Specification</b>	<p>Ideally you will have a mix of the following:</p> <ul style="list-style-type: none"> <li>• Hold or be working towards a relevant degree.</li> <li>• Have high expectations for pupils' learning, achievement, and behaviour.</li> <li>• A strong sense of organisation.</li> <li>• Someone who can be relied upon.</li> <li>• A willingness to pick up new skills and try new things.</li> <li>• Experience of using, or an interest in learning how to use specialist equipment such as 3D Printers, some chemicals (using CLEAPSS safety guidelines) laser cutters, and general workshop tools.</li> <li>• Be passionate about making a difference in the lives of young people.</li> <li>• Be creative, friendly, and approachable.</li> </ul>

<b>Salary and Benefits</b>	<p>The formal contract, detailing terms and conditions, will be drawn up on appointment. The main provisions are likely to include:</p> <ul style="list-style-type: none"> <li>• £16,800 (with accommodation) - £18,813 (without accommodation) per annum, inclusive of 5.6 weeks holiday pay</li> <li>• Tea, coffee and lunch provided during working hours (when the kitchens are operational). Supper is also provided for when on Boarding duty.</li> <li>• Bespoke programme of support from the School</li> <li>• Professional development opportunities and ongoing internal CPD</li> <li>• Healthcare Cashback Plan</li> <li>• Employee Assistance Programme</li> <li>• Access to 24 hour doctor line</li> <li>• Contributory Pension Scheme</li> <li>• Cycle to Work Scheme</li> </ul>
<b>Terms &amp; Conditions</b>	<ul style="list-style-type: none"> <li>• Fixed term contract - one academic year</li> <li>• 40 hours per week term time only (33 weeks), plus INSET (3 days prior to the start of each term).</li> </ul> <p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p>