



COPTHORNE PREP

JOB DESCRIPTION **GRADUATE ASSISTANT**

Job purpose:

The Graduate Assistant role provides essential support to many areas of the school. We are currently seeking a Graduate Assistant to support the day-to-day activities within the School. The role also involves teaching games activities and supporting teachers across the Prep, Pre-Prep and Nursery. This is a great opportunity to get involved in school life and learn some excellent transferrable skills for your future career.

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| Job title: | Graduate Assistant |
| Reporting to: | Head of School |
| Status: | Full time, 40 hours per week, permanent, term time only |
| Start date: | As soon as possible |

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and ensuring the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety within the School.

Key Responsibilities

- Lead by example, and promote the highest possible standards of behaviour, commitment and achievement of our pupils.
- Provide games coaching to groups of children (this could also involve being responsible for a school team).
- Referee/umpire games if required.
- Provide cover for lessons.
- Supporting teachers and classes across Prep, Pre-Prep & Nursery with day-to-day classroom activities such as getting resources ready, wall displays or listening to the children read etc.
- Help supervise break / lunch times.
- Help supervise at after school club.
- Operate in accordance with school policies and procedures as set out in the staff handbook.
- Prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection needs and requirements as well as relevant school policy.
- Support pupils in events e.g., concerts, competitions and sports fixtures. Attend INSET days and other relevant school events.
- Monitor and support pupils who have expressed concerns or have been raised as a cause of concern and add notes under the school's safeguarding system.
- Undertake other reasonable duties as required by the Head of School.

Person Specification

The successful candidate will have the following skills, experience and attributes:

- Dynamic individual and a great team player
- Flexible, sensible and approachable
- Respect the confidential and sensitive nature of children's issues that arise
- Excellent interpersonal and communication skills

- Friendly and approachable
- Honest, polite, reliable, resourceful, flexible, punctual and committed
- 'Can do' attitude and the willingness to help a variety of tasks
- Willingness to undertake post related training
- Competent IT (Microsoft Office; Outlook, Word, Excel) and administration skills
- Educated to GCSE and A Level. Part-way through or have completed a university degree.
- Clean UK driving license is desirable but not essential

The following skills, experience and attributes are desirable, but not essential:

- Relevant first aid qualification, or willingness to undertake appropriate training
- Experience in working in a similar role in boarding is desirable, but not essential
- Willingness to undertake post related training
- Ability to teach

NB This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.