



Job Description and Person Specification

<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>	
Job Title:	Graduate Teaching Assistant (GTA)
Summary of the role:	To assist and provide support across various departments in the school including cover for lessons, cover in the boarding houses and supporting with the co-curricular activity programme.
Line management responsibility for:	n/a
Safeguarding requirements:	<ul style="list-style-type: none"> • Engage in regulated activity relevant to children • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	<p>Each Graduate Assistant will be required to work up to 40 hours each week in the areas outlined below.</p> <ul style="list-style-type: none"> • Teaching: each Graduate Assistant is required to assist members of the teaching staff across a range of departments in lessons and activities in the Senior and/or Junior School, as well as providing assistance with cover lessons for absent/isolating members of staff. Attendance at the staff briefing and assemblies is compulsory, unless it is a day off. • Break Time Duty: provide support at break and lunchtime to the duty team in various locations throughout the school • Boarding: Provide support on a where and when asked to do so basis. This may take place over the weekend. As a resident member of staff there will be an expectation to live on site during term time and to fulfil the role of an adult presence in the School, boarding house or annex. • Library Supervision: Provide assistance with the supervision of the library during the evenings and at weekends on a rota basis. • Other School duties: depending on the utilisation as a cover teacher the GTA will be asked to undertake other duties as and when requested



Job Description and Person Specification

	<ul style="list-style-type: none">• Miscellaneous: any other reasonable requests made by the Deputy Head (Pastoral) or Head of Department• Day off: each GTA will be given one full day off each week. The 40 hours will be spread over 6 days per week during the term time.
Line management duties and responsibilities	<ul style="list-style-type: none">• n/a

You may also be required to undertake such other comparable duties as the Deputy Head (Pastoral) requires from time to time.



Job Description and Person Specification

Person Specification			
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.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Degree or equivalent experience in subject area (this may be in progress) 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> First Aid Full driving licence Coaching qualifications 	<ul style="list-style-type: none"> Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Working with children in an educational setting. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> Working on summer camps or community projects involving children. 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references



Job Description and Person Specification

	<ul style="list-style-type: none"> • Working as part of a team 		
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • IT literate • Organised • Self-motivated 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Microsoft Teams 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • National Minimum Standards in boarding 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



Job Description and Person Specification

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to think on your feet • emotional resilience in working with challenging behaviours • resilient • flexible • understanding of working as part of a team • supportive of the Quaker ethos and principles 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Sense of humour • Confident • Articulate • Responsive 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
---	---	---	--