



JOB DESCRIPTION: Sports Resident Graduate Assistant 2019 / 2020

Responsible to:	Deputy Head (Pastoral) on a day-to-day basis, responsible overall to the Headmaster
Hours of work:	Term time, Monday to Saturday plus afternoon fixtures Fixed term, term time contract: September 2019 to July 2020
Date of Job Description:	February 2019

JOB CONTEXT AND PURPOSE

Caldicott is one of the country's most prestigious Independent Boarding and Day Preparatory Schools for Boys. We are a flourishing school with around 250 boys from 7 to 13 years old, with all boys boarding in the final two years. We deliver a first class education, sporting provision and a rich variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment. The School is only twenty miles from central London in a beautiful location.

Our Resident Graduate Assistants work as a full time members of the support staff, assisting in the day-to-day teaching and learning of the children under the direction and supervision of a fully qualified teacher. They also provide extracurricular support and may also be required to lead a sports team and attend and support fixtures. In addition, they are members of the boarding staff and, on a rota basis, will support, supervise and lead our boarding children. This includes evening and occasional weekend duties at the discretion of the school. There is also an expectation that the post holder will play a full and active part in our school's clubs and activities programme.

Resident Graduate Assistants are important role models for the pupils and are expected to support the ethos and behavioural standards required by the school. Free full time, on-site accommodation is provided and all meals are included. Whilst it is possible to commute to and from the school on a daily basis, if you live close to school, when on the evening duty rota you must be willing to stay overnight. This is a boarding safety requirement.

MAIN RESPONSIBILITIES AND TASKS

- A. To assist with boys' PE, Swimming and Games, this may involve working very occasionally at weekends.
- B. To provide classroom support in any area of the school.
- C. To be fully involved and engaged in the school's extra-curricular activity programme.
- D. To be included in the rota for supervisory duties (teacher support provided).
- E. To attend Sports Day, Speech Day and any other school event as reasonably requested by the Headmaster.
- F. To work as a member of the Boarding House staff at the school and to take responsibility for and supervise boarding children on a rota basis before, during and after school hours.
- G. To stay overnight at school (accommodation is provided) when on evening duty and to help and assist with the children's daily boarding routine.

GENERAL DUTIES

- To actively contribute to the activities of the school and support colleagues.
- To be aware of and comply with the necessary Safeguarding and Child Protection policies; Health and Safety policies, legislation and best practice.
- To work within school procedures and codes of practice.
- To undertake such other duties as are agreed to being in keeping with the general nature of the role.

This list of duties is not exhaustive and will include any reasonable additional requests.

Person Specification: Resident Graduate Assistant

	Essential	Desirable
Education/Qualifications:		
• Degree	X	
• Sports Coaching Awards		X
Experience:		
• Work or training as a sports coach	X	
• Sports participation at a good level – rugby, football, cricket	X	
• As a classroom assistant		X
Skills and attributes:		
• Genuine interest in and enthusiasm for in a career in teaching	X	
• Warm, personable, able to build rapport with children and adults alike	X	
• Physically fit to meet the demands and nature of working with children	X	
• Good communication skills	X	
• Positive, “Can-do” attitude, flexible	X	
• Able to work independently and as part of a team, willing to help others whenever necessary	X	
• Full UK driving license	X	