



Northbourne Park School

Job Description

Job Title: Graduate Assistant

Departments: Various

Location: Prep and Pre –Prep School

Duration: September 2024 – July 2025

Reporting to: Head of Boarding for boarding matters and the Headmaster for school matters

Overall Purpose of the Job:

- Assist with boarding, sport, teaching and activities in the Prep and Pre-Prep schools.
- Support the pupils in their School lives.
- Assist with the July 2025 *Northbourne Park International Language Centre*.
- This is a residential position for the better performance of duties. The position holder is provided with accommodation and school meals during term time to be taken in the school dining hall.
- Enjoy a wide range of responsibilities and challenges throughout the year.

Principal Responsibilities:

- Be an active member of the boarding team undertaking allocated duties including; overnight and weekend duties and accompanying the children back and forth to Paris and London.
- Promote cultural awareness of your own background and country.
- Act as classroom support during lessons in both the Prep and Pre Prep.
- Assist with games, clubs and other out of class areas such as educational, sporting and cultural trips and visits.
- Assist in helping staff to raise the quality of learning through their effectively differentiated teaching.
- Support pupils with Special Needs & Gifted & Talented Needs.
- Assist staff in their assessment and tracking of pupil progress socially and academically.
- Promote the Graduate and Gap experience through the various marketing methods the school employs, newsletters, magazines, the website.
- Fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy and Handbook* as published on the Intranet.
- Promote and safeguard and welfare of pupils and staff according the School's Health and Safety, Fire Safety, Child Protection and CLEAPSS regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster.

Decision Making Responsibilities:

Graduate Assistants are not qualified teachers but are required to work using their own discretion or judgement under general guidelines but should liaise with other members of staff for decisions. The Headmaster meets with Graduates and Gaps regularly, and Boarding Meetings are held weekly.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- An excellent and enthusiastic role model who wants to pass on their skills to young people
- Able to work with effectively within the extended team of staff in each department assisting as required and giving and taking advice as necessary

- Ability to communicate clearly and effectively
- High standard of personal presentation

Desirable requirements:

- Prior involvement in working with young people
- A degree in a relevant subject
- Good ICT skills

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated November 2023