



SOLIHULL

JOB DESCRIPTION: Graduate Assistant (Co-Curricular Activities)

Responsible to: Assistant Head Co-Curricular

Person Specification: *The ideal candidate will be energetic and enthusiastic, have a passion for working with children and be able to work effectively as a team member, with the ability to show initiative when required. The post should be filled with recent graduates at the time the post is taken up.*

Primary Responsibility: To take a full and active part in the co-curricular life of the school, assisting teaching and non-teaching staff activities both in and out of the classroom.

Hours of Work: One-year fixed term (1 academic year), full time, term-time only

Responsibilities:

The main responsibilities could include:

- Supporting curricular and co-curricular activities across the 3-18 range of the school;
- Supporting the learning of individuals and groups of pupils both in and out of the classroom;
- Supervising the safety of the pupils both on and off the school site;
- Supervising a range of co-curricular activities before, during and after the school day, and at weekends;
- Accompanying co-curricular teams and taking part in both day and residential trips;
- Supporting the well-being of all pupils;
- Working under the instruction and supervision of the relevant staff;
- Assisting the school's Administrative and DARO (Development & Alumni Relations) staff where required.

Other Duties

- To demonstrate a 'can-do' attitude and be a role model for our young people and adopt high standards of personal conduct in order to maintain the respect of parents, pupils and colleagues. Graduate Assistants are recognised as teaching staff by pupils.

General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster

PERSON SPECIFICATION: Graduate Assistant

	ESSENTIAL	DESIRABLE
Qualifications/ Professional Bodies	Willingness to undertake training and development appropriate to the role. Recent graduate.	
Experience	An understanding and personal experience of co-curricular activities in an educational setting.	Previous experience of working with children Ability to involve themselves in academic enrichment groups, such as the Debating Society, with the possibility of leading some activities
Skills/knowledge	Excellent written and verbal communication skills Excellent understanding of a range of co-curricular activities Excellent organisational skills and the ability to multi-task	Awareness and understanding of safeguarding and welfare of children Knowledge of Microsoft and other IT packages
Personal Attributes	Commitment to safeguarding and promoting the welfare of children A 'can do' attitude and someone who is passionate about developing the whole	Ability to improve and implement new systems and processes

	<p>person through involvement in co-curricular activities</p> <p>Ability to reflect upon and improve own practice</p> <p>Ability to work under pressure, organise and prioritise workload</p> <p>Ability to work on own initiative, work without direct supervision and solve problems</p> <p>An exemplary degree of personal integrity</p> <p>Physical and mental capacity to undertake the role</p> <p>Common sense</p> <p>Highly professional manner</p> <p>Ability to problem solve</p> <p>Flexible attitude</p>	
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May 2022