



## **JOB DESCRIPTION**

### **GRADUATE ASSISTANT IN THE PREP SCHOOL**

**Responsible to:** Head of Prep (Upper and/or Lower)

#### **Roles & Responsibilities**

Assist the Teacher with the daily running of the classroom and providing a safe and secure learning environment, including:

- have a concern and responsibility for the safety of children at all times
- support pupils in class or in small groups, as directed by the Teacher
- help to prepare any resources for classes as required
- work with children individually, in groups or as a whole class, as directed by the Teacher
- mark children's work within school time, as requested by the Teacher
- photocopy and display children's work
- help to keep the classroom tidy and appropriate for learning
- attend planning and CPD meetings, as timetabled
- support the Teacher with the organisation of trips and visits for extra-curricular activities, taking on responsibility for this, as requested by the Teacher
- attend school trips and visits, including residential trips, as required by the Teacher
- carry out such administrative duties as the Head of Prep and Headmaster may reasonably request
- provide ad hoc, temporary cover for the Classroom Teacher, including taking on a teaching role if the Teacher who normally teaches during your timetabled lessons is absent, e.g. for trips offsite or in the event of short-term sickness absence/appointments, etc.
- assist with the effective running of the School by undertaking Duties, such as break time supervision

#### **General:**

This list of duties is non-exhaustive and the post-holder may be required to undertake other reasonable and comparable duties as the Head of Lower Prep, Headteacher and Senior Leadership Team may require from time to time. This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the school evolve and may be subject to modification at any time after consultation with the post holder.

All staff have a responsibility to safeguard and promote the welfare of children. The post-holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.