



## **Graduate Assistant – Boarding and Teaching**

Mayfield is a Catholic independent boarding and day school for approximately 400 girls aged 11-18 years, set in 40 acres of beautiful Sussex countryside. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

### **Job Description**

This is a one year post that would be suitable for a person wanting to gain both pastoral and academic experience in an independent boarding school. It is a residential post and the successful applicant would be provided with accommodation in the school, and would work with the Housemistress and Assistant Housemistress of a boarding house in taking responsibility for the care of a group of boarders. Their role would be to promote the wellbeing and academic development of the boarders, and to support the provision of a lively and secure environment for the girls, which is conducive both to learning and personal development. They would be keen to immerse themselves in the life of the school community, gaining experience in a relevant academic department, assisting in lessons leading to some independent teaching, and also supporting the School's extracurricular programme.

The Graduate Assistant would be line managed by the relevant Housemistress with regard to pastoral matters, and to the relevant Head of Department with regard to their academic role.

### **Responsibilities**

- To assist a Housemistress with the care of boarders and to help ensure the smooth running of the house, through supervision and administrative assistance.
- To help with the day to day care of boarders: ensuring their well-being and safety; promoting a fulfilling educational experience and encouraging a caring and productive ethos in the house. To be on duty three evenings during the week, plus one on call.
- To take an active role in the weekend activity programme for boarders, and other extracurricular activities.
- To work in the P.E. department, teaching or assisting with lessons and administration, up to the equivalent of half a full teaching timetable.
- To provide administrative support to the School Office during lunchtime and outside of normal office hours on a rota basis
- To behave in a professional manner at all times.
- To be responsible for promoting and safeguarding the welfare of pupils, ensuring adherence to, and compliance with, the School's Child Protection Policy at all times.
- To become familiar with the School's Health & Safety guidance documents, including those for School trips, and be mindful of health and safety at all times.
- To uphold the standards of the school community and to work in accordance with our Roman Catholic ethos at all times.
- To undertake all duties in accordance with the School's policies and procedures.

This list is not exhaustive and you may be asked by management to carry out other reasonable tasks as required.

There is a requirement to attend appropriate training when necessary.

### **Person Specification**

The appropriate candidate will:

- be enthusiastic, friendly, and have a genuine interest in, and commitment to, the care and development of girls aged 11 to 18;
- have a suitable level of academic ability, at secondary and tertiary level;
- be able to work well as part of a team, with good communication and interpersonal skills;
- demonstrate a high level of organisational skills and an ability to work to deadlines;
- act in a professional manner at all times promoting the values and the ethos of the School;
- act as a role model to the girls in terms of appropriate behavior and attitude towards others;
- need to be able to set an example of organisation and punctuality to girls in both community living and academic and extra-curricular activity.

### **Qualifications and Experience**

- Degree educated- ideally in a sport related field.
- Experience of working with children and young people would be beneficial.

### **Main Terms and Conditions**

- Salary of £15,000 per annum.
- Accommodation provided free of charge.
- Meals during the School term, and most holidays, provided free of charge.
- Boarding staff are expected to take their meals in the School dining room when on duty.
- Time off, during term time, will be one full weekday and one weekend in three.
- There is no requirement to work during School holidays, except for up to three days before the beginning and after the end of each term.
- Attendance is required at relevant staff meetings and inset days.
- The exact nature of an Assistant's commitment would be negotiated on an individual basis.

March 2021