



St. Aubyn's School

Bravely, Faithfully, Happily



Graduate Assistant Teacher (PE and Games)

Full time, 1 year fixed term

Start date: September 2024

St. Aubyn's requires an enthusiastic graduate who is able to offer games coaching in a variety of sports, especially netball, gymnastics and hockey.

This one-year post offers an opportunity to gain extensive and worthwhile working experience in a friendly independent school, supporting the PE and Games departments and being involved in the provision of sport throughout the School.

This post will be particularly attractive to those considering a career in education. The work would be varied and the variety determined by the personality, enthusiasm and skills of the individual appointed.

The successful applicant will join a friendly, enthusiastic, hard-working team, who consistently strive to improve teaching and learning, and continue to raise standards. Benefits include reduced school fees, free car parking and lunches.

For a full job description and to apply please visit our website www.staubyns.com (CVs alone not accepted).

Salary: £19,500 (actual salary for term-time only role)

Closing Date: 11.59pm, Sunday 12th May 2024

We reserve the right to appoint at any time within the advertising period

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to appropriate child protection screening including an Enhanced DBS check.

St. Aubyn's (Woodford Green) School Trust
A company limited by guarantee

Registered in England and Wales No. 1218766 Charity No. 270113
Registered address Bunces Lane, Woodford Green, Essex. IG8 9DU

Job description

Job title	Graduate Assistant Teacher (PE and Games)
Department	Whole School
Reports to	Director of Sport
Line manages	N/A
Job summary The post holder will assist with the teaching of PE and Games lessons and the coaching of after school sports including working with teams and fixtures. There will be opportunities to teach some lessons under the guidance of the Director of Sport. This post should, therefore, be a successful springboard for those considering teaching as a career.	
Key duties and responsibilities Pastoral care To ensure support for the pastoral care and academic development of children in the EYFS, Pre-Prep and Upper Prep. To be responsible for: <ul style="list-style-type: none">• Contributing to the recording of all reports and records according to the School's policies and procedures.• Following the correct procedure to ensure that the children are collected by person/s authorised to do so by the parents.• Helping prepare and facilitate a wide range of activities and experiences to promote the interest and development of the children.• Helping to ensure the setting meets the needs of children and families from all cultures and religious backgrounds. Educational activities and Games Assist in providing a high level of sport/games and educational activities in line with the planning to help promote the individual development of each child. To be responsible for: <ul style="list-style-type: none">• Contributing to the planning to provide a programme of activities and experiences to promote interest and support development of the children.• Helping ensure the curriculum is inclusive and caters for the varying needs and developmental stages of each child. Working with the team To work under the guidance of senior staff and with other colleagues to promote good team relationships and to help implement the daily routine. To be responsible for: <ul style="list-style-type: none">• Fulfilling the role of the Teaching Assistant and Games coach.• Working under the guidance of senior staff, both in your room and in other areas of the School.	

- Working as part of a team with your colleagues supporting other staff and sharing information as appropriate.
- Using your initiative and to work in a flexible manner offering help where it is needed.
- Undertaking other tasks including domestic duties.
- Respecting senior staff and managements decisions at all times, voicing your opinions in an appropriate fashion.
- Ensuring that all visitors are welcomed and supported.

Parental involvement: managing relationships and sharing information

To build strong parent/carer relationships through day to day liaison with parents. To be responsible for attending parents' evenings, workshops, Parent Association events and staff meetings where applicable.

Child welfare

To be responsible for:

- Ensuring that the children's welfare is maintained at all times and assist in providing for their health and hygiene needs.
- Maintaining high levels of health and safety standards at all times. Ensuring that all relevant paperwork such as health and safety checklists as directed.
- Ensure that confidentiality is maintained at all times and that all information on the child and family is dealt with and stored in a confidential manner, always seeking direction as appropriate.
- Ensuring that all child protection procedures are followed at all times and concerns are reported according to school procedure
- Ensuring that all health and safety concerns are reported to the member of staff responsible for health and safety.

Professional duties

To undertake any other duties deemed necessary that could impact on the working environment and the care of the children. To be responsible for:

- Undertaking other duties as deemed necessary by the management team and work across the whole school as required.
- Attending out of working hours activities as necessary in order to support you, the children, other staff and the school as a whole.
- Attending relevant training as necessary and strive to develop your role.
- Maintain the high profile of the School and the wider school community at all times and ensure that our mission of providing children with the very best start to help build young live is achieved.

Professional development and appraisal

To be responsible for:

- The need to take responsibility for your own professional development.
- Identifying areas for your own CPD and work alongside your line manager to target areas for own development.
- Undertaking professional duties that may be reasonably assigned by the Headmaster e.g. training courses.
- Taking part in regular appraisals, lesson observations and supervisions.

Safeguarding

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

St Aubyn's policy and procedure

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

Person specification

Job title	Graduate Assistant Teacher (PE and Games)
Department	PE and Games

Criteria	Essential	Desirable
Qualifications <ul style="list-style-type: none"> Educated to degree level Relevant degree subject 	✓	✓
Experience <ul style="list-style-type: none"> Experienced in playing or coaching most sports 	✓	
Knowledge and skills <ul style="list-style-type: none"> Confident/able to coach, umpire and referee most sports Able to communicate effectively The ability to comply with policies and procedures related to child protection and health and safety. 	✓ ✓ ✓	
Aptitudes <ul style="list-style-type: none"> Prepared to be involved in extra-curricular activities and trips Able to take responsibility and make decisions Adaptable and calm under pressure Committed and hard-working An appreciation of the School, its tradition and history. 	✓ ✓ ✓ ✓ ✓	