



## ST JOHN'S SCHOOL

### Job Description

<b>FUNCTION:</b>	Support Staff
<b>JOB TITLE:</b>	Graduate Assistant
<b>REPORT TO:</b>	Deputy Head (Academic)

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### Job Purpose

To contribute to the academic and personal development of pupils across the School, supporting classroom learning and the co-curricular programme. With a particular focus on Music and Sport, the postholder will also provide flexible support across a range of areas including Drama, Science and administrative functions, depending on the needs of the school.

Working with pupils from Pre-Prep to Year 6, the Graduate Assistant will assist both within the classroom and through after-school activities, helping to promote a well-rounded, engaging, and enriching educational experience.

### Key Responsibilities

#### 1. Pupil Support and Engagement

- Work with pupils across a range of age groups to support learning and personal development.
- Encourage pupils to be independent, motivated learners.
- Promote positive values, attitudes, and high standards of behaviour through role modelling and support.
- Build strong, empathetic relationships with pupils to create a nurturing and inclusive environment.

#### 2. Academic and Cross-Curricular Support

- Provide classroom support under the supervision of teaching staff across a variety of subjects, including Music, Drama, Creative Arts, Sport and Science.
- Assist with the preparation of teaching materials, resources and learning environments.
- Support practical and creative lessons, including experiments, rehearsals, performances and project-based learning.
- Provide general administrative support to teaching staff and the school office as required.

### **3. Co-Curricular and After-School Activities**

- Assist with the delivery of after-school clubs and co-curricular activities across a broad range of disciplines.
- Support enrichment opportunities that extend learning beyond the classroom, including sport, creative arts and academic clubs.
- Participate in school events such as fixtures, performances, assemblies, trips and community initiatives.
- Contribute to sport coaching, with experience or interest in cricket and/or football considered advantageous.

### **4. Professional Conduct and Teamwork**

- Maintain a full-time presence in school (8.00am – 5.00pm), with occasional flexibility as required.
- Attend INSET and staff training sessions to develop skills and understanding.
- Support the promotion of the school through the appropriate taking of photographs (in line with school policies) and contributing content for social media, publications and newsletters.
- Work collaboratively with teaching and support staff, adapting to different roles as required.
- Demonstrate initiative, reliability, and professionalism in all aspects of school life.

### **Person Specification:**

#### **Essential Qualifications and Experience**

- A recent graduate degree and a desire to contribute to school life.
- A broad interest in areas such as Sport, Music, Drama, Creative Arts or Science.
- Experience in coaching or playing cricket and/or football (desirable).
- Excellent organisational and communication skills.
- A warm, approachable manner and genuine enthusiasm for working with children.

#### **Skills and Competencies**

- Ability to work flexibly and take direction from a range of staff.
- Confidence in engaging with children from ages 4 to 11.
- Reliable, responsible, and eager to learn.
- Committed to upholding the safety and wellbeing of all pupils.

#### **Personal Attributes**

- Energetic, adaptable and positive in attitude.
- Reflective and open to feedback and professional development.
- Able to work as part of a team and contribute to a vibrant school community.