



GRADUATE TEACHING ASSISTANT

SEPTEMBER 2024 -
AUGUST 2025
FULL TIME | ACCOMMODATED



ETON
COLLEGE

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GRADUATE TEACHING ASSISTANT

Be part of an innovative and exciting learning environment, within lessons and beyond.

Eton College believes in providing an all-round education for our pupils, supporting them to thrive both inside and outside the classroom. We are looking for a Graduate Assistant to share the breadth of their experience at university, combining up-to-date subject knowledge with significant experience and enthusiasm in other areas.

We are currently recruiting for a Graduate Assistant in each of the following departments – Computer Science, Geography and Science. Further information about each of these departments can be viewed in the attachment to the advert.

The Graduate Assistant will be expected to contribute broadly within their department under the supervision of the Head of Department and/or Second in department. Key responsibilities will include supporting pupils on a 1:1 basis, taking on a teaching assistant role and providing cover for colleagues when required. In addition, they will assist with the provision of our pastoral support by being a Live In Resident Assistant in a Boarding House, and contribute to our diverse and busy co-curricular programme.

This is a one-year fixed term contract, commencing in September 2024 and ending in August 2025.

During school term time working hours will be 6 days per week and approximately 40 hours per week. However these hours may fluctuate depending on the needs of the College.

The role is contracted to work for 36 weeks per year (school term time, plus three days before the start of each term, plus 2 weeks of Summer Schools which support the school's partnership programme). On top of these working weeks, the post holder is entitled to 5.6 weeks paid holiday, meaning they will be paid for 41.6 weeks in total. The remaining 10.4 weeks are considered unpaid leave, but the salary is paid over 12 months.

The post holder is required to take their annual leave during non-term periods, excluding the 3 days before the start of term and the 2 weeks of Summer Schools – which run in July and August, as these are periods they are required to work.

WHY WORK WITH US?

We believe that all our staff deserve the fullest support in achieving their own potential and unlocking that of their students.

LIVING IN ETON

All members of our community are encouraged to participate fully in the life of the school and to enjoy the beautiful grounds and facilities. Windsor is just across the river, with a tangle of pretty lanes, chic shopping streets, green spaces, an ancient castle and picturesque tea shops. There is plenty to see and do. Windsor hosts the oldest and largest inhabited castle in the world as well as one of Britain's oldest and most prestigious repertory theatres.

Eton is ideally situated for travel by road, train or plane. It is a short walk from Windsor Riverside station which has regular trains into Waterloo and is a 7 minute drive from Slough station. Paddington can be reached in as little as 17 minutes from Slough, and the Elizabeth Line offers easy travel into central London.

THE ETON COMMUNITY

There is enormous collegiality at the school. As one new teacher said: "This is my fourth school and I've never been made to feel so welcome". Colleagues are genuinely interested in the scholarship of their subject and enjoy a level of autonomy in their teaching that allows them to develop their own effective style.

PROFESSIONAL DEVELOPMENT

Our staff are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes.

SALARY AND BENEFITS

In addition to the opportunities for training and development, we also offer an excellent remuneration and benefits package. The salary for this role will be £22,500 per annum.

ACCOMMODATION

Accommodation on site within a Boarding House will be provided.

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The school has a generous salary scale and benefits of service, including:

- Bike-to-work scheme
- Counselling and legal advice services
- Eyecare plan
- Free use of sports and leisure facilities, including: 25m indoor swimming pool, gym, golf course, tennis courts, squash courts and Dorney Rowing Lake
- Discount at local shops and amenities

We are an equal opportunities employer and are seeking applications from suitably qualified candidates from all backgrounds. There is no 'typical' Eton employee; we value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

ETON TODAY

The Eton College of the 21st century is focused on the future while valuing its heritage.

ACCESS

Eton has made places available free of charge since its foundation in 1440 and we remain committed to making an Eton education accessible to talented students from all backgrounds. We offer over £8,000,000 annually in means-tested fee remission as part of our financial aid projects, with 90 students currently attending Eton on free places. For pupils in receipt of 100% bursaries, attending the school can be a life-changing opportunity. We work with specialist organisations such as Royal SpringBoard to provide these transformative experiences.

INNOVATION

Today's school is a forward-thinking and increasingly diverse community. We are always seeking to work at the forefront of developments in teaching and learning. The Tony Little Centre for Innovation and Research in Learning (CIRL) is a dedicated centre that allows the school to work alongside partners to explore the latest pedagogical research findings and new technologies and to conduct research projects.

PARTNERSHIP

We work with numerous state schools on activities of mutual benefit as part of the 'Eton Connect' programme, with a particular focus on our enriching partnerships with Holyport College, the London Academy of Excellence, the Thames Valley Learning Partnership and Star Academies. We have a growing catalogue of online EtonX selfstudy courses which cover a wide variety of areas including leadership skills, university preparation, career education, and the academic curriculum. These courses are used internally as well as made available for free to pupils and teachers at partner schools and the broader UK state sector.

Our partnership programme encompasses a wide range of activities, including; teaching provision, sharing sports facilities with local schools and community groups, student mentoring in numeracy and literacy, a Summer School programme, an annual Community Fair fund-raising for charities, and voluntary service in the local community. We encourage all our people – students and staff alike - to engage actively with service to their local communities.

LIFE AT ETON

We believe that our pupils learn as much, if not more, outside the classroom as within it.

PASTORAL SUPPORT

The school was founded by Henry VI in 1440, and is today the largest boys' boarding school in the UK. In keeping with the charitable intentions of our founder, we welcome pupils from all backgrounds. This year, pupils joined us from over 120 different schools from across the country. Around 10% of pupils come from overseas.

The school provides outstanding pastoral care for its pupils. Eton is a 24/7 boarding school with 25 boarding houses, each home to around 55 pupils aged 13-18. The houses are the heart of life at Eton. Each house is run by a dedicated team, including a House Master and 'Dame' who live onsite, and a team of support staff. Each house also has a Deputy House Master and two assistants attached to it. Together, they help to ensure that every pupil gets the best out of their time at Eton.

Pupils are also tutored in small groups by a dedicated Tutor, who meets with them regularly, thus ensuring that at least two adults have oversight of each pupil's academic progress and welfare.

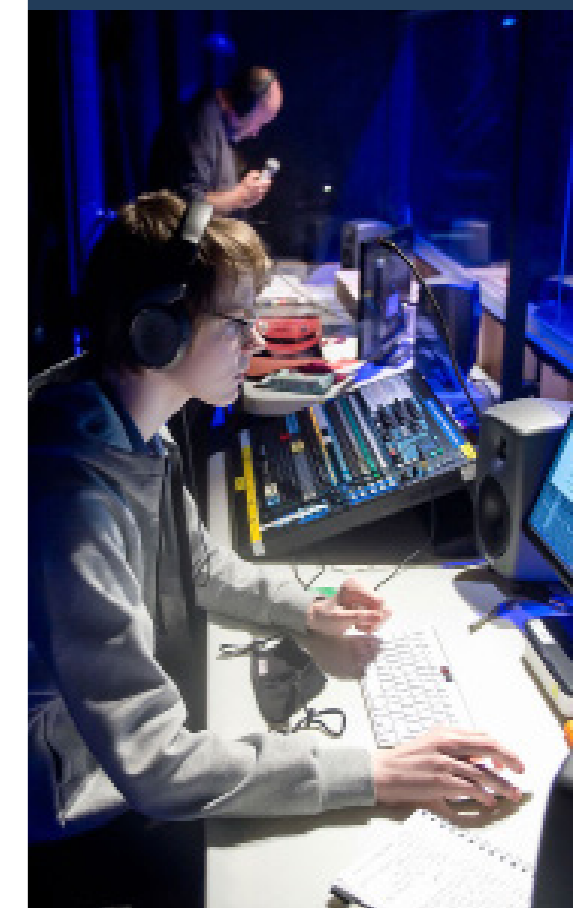
THE CO-CURRICULUM

Individual development and personal achievement are as important as academic results. Our diverse and busy co-curricular programme enables pupils to identify and develop skills and strengths outside the classroom, through a wide variety of activities including sports, societies, outdoor education, arts, music and theatre. We are able to deliver this range of experiences and opportunities, because of the skills, experience, and commitment of our teaching staff.

While music and art are delivered by specialist practitioners, there is tremendous scope for our teaching staff to contribute to our vibrant co-curriculum.

SPORT

Sport is central to Eton's curriculum, not just because pupils enjoy it, but because it helps to develop many of the qualities in which the school believes. Opportunity is key: pupils play for school teams and in house competitions for all major sports including football, rugby, hockey and cricket, and a broad array of other sports such as fencing, squash, rackets, martial arts and water polo are available. Every pupil is offered a full sporting programme and almost all members of the teaching staff are involved in delivering sport in some form or other.



"When a boy leaves Eton, he will have experience of academic, sporting, dramatic, artistic, musical and, perhaps most importantly, personal growth to look back on."

DEPUTY HEAD (PASTORAL)

CIRL FACTS

- Full-time Head of Research and Impact
- Full-time Head of Digital Teaching and Learning
- Observation, classroom and selfobservation tools
- Creative and flexible teaching spaces
- Innovative educational technology
- Publishes Eton Journal for Innovation and Research in Education
- Staff and pupil-led research projects

Eton's willingness to innovate and evolve is a tradition which has seen the school thrive for almost six centuries.



ABOUT THE ROLE

We are looking for candidates who will bring new perspectives and skills to enrich the learning of our students.

ACADEMIC

- Observing the lessons of different colleagues in the department to gain an understanding of different styles of teaching;
- Providing 1-1 or small group support sessions;
- Providing cover for colleagues when required;
- Invigilating internal examinations in the department (known at the College as Trials) and supporting with the marking of these examinations;
- Participating in department meetings as appropriate, department society meetings, trips, INSET;
- Carrying out administrative and other functions related to the smooth running of the department;
- Seeking to develop your own professional practice, in conjunction with the Head of Department.

CO-CURRICULAR

- Taking responsibility for a team in a major sport (Football, Rugby, Hockey, Field Game, Cricket, Athletics, Tennis, Rowing) in each Half. This may include coaching/team coaching, providing supervision and guidance, refereeing, and accompanying away matches against other schools. Suitable training will be provided to enable you to do this;
- Opportunity to contribute to other areas of the co-curriculum if desired;
- Participating in socials and trips;
- Actively contributing to the staff duty rota, by e.g.: exam invigilating, supervising meal times in our central dining facility Bekynton, and detention duty;
- Providing logistical and administrative support to the Lower Master's Office and School Office Clerk during major events, including (but not limited to), the school's two major open days, Parent-Teacher meetings, and supervision of transport during the start and end of school holidays;
- Supporting the Partnerships team with various activities with our partnership institutions;
- Contributing to the school's wider social programme, including workshops, seminars, chapel services, competitions, trips, open days, and so on.

PASTORAL

- Under the direction of the House Master, performing the duties required by the role of Live In Resident Assistant. Suitable training will be provided to enable you to do this;
- Be committed to the safeguarding of all young people;
- Managing pupil behaviour to ensure a positive and safe learning environment;
- Treating pupils with dignity, building relationships rooted in mutual respect and observing boundaries appropriate to a Graduate Assistant's professional position

We believe in equal opportunity for everyone, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or socio-economic background.

CANDIDATES

We are looking for candidates from all backgrounds.

To be successful in this role, you will need:

Academic Achievement:

- A strong academic profile, with a good undergraduate degree in a related subject.

Knowledge and experience:

- Prior experience of working or volunteering with children or young people would be desirable;
- Prior experience of coaching or playing a major sport (as listed above) would be advantageous, however if you do not already have this experience, a willingness to learn how to coach a sports team is essential;
- Prior experience of taking an active role participating in societies, clubs, teams etc. would be advantageous.

Personal Qualities and Skills:

- A strong interest in working with young people combined with a desire to be fully involved with the life of a busy boarding-school;
- A willingness and enthusiasm for the co-curricular activities available at the school, and the ability to communicate your enthusiasm for those activities;
- The demonstrable ability to communicate effectively with a wide range of people;
- An understanding and appreciation of SEND requirements;
- The ability to positively assert your influence and to maintain good order and discipline amongst pupils;
- Flexibility combined with the ability to juggle a variety of tasks;
- A collaborative nature, combined with the natural inclination to consider the perspectives and opinions of others and encourage people to share their views;
- High levels of personal organisation and initiative, combined with the ability and to make things happen;
- A proficient level of computer literacy;
- A commitment to uphold the highest standards of pupil welfare and safeguarding procedures.

This list is not exhaustive and is subject to change. The successful candidate will be expected to fulfil any reasonable request made.



We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity.

APPLICATION PROCESS

What happens now?

Please apply online at jobsearch.etoncollege.com.

Please ensure that you fill out your personal details, career history and reference details in full, in addition to completing the application form for the post in its entirety.

We will also require the names and contact details of two referees, at least one of whom is a current employer (if applicable). You must ensure your referees can provide references shortly after you apply for this role. We cannot accept testimonials.

Closing date for applications: Sunday 7th April 2024

First stage online interviews: Week commencing 15th April 2024

Assessment Centres: Week commencing 22nd April 2024

Start date in post: September 2024

What happens at the Assessment Centre?

- Briefing & Welcome
- Departmental Time- including 20 minute observed task with students*
- Group Assessment
- Tour of the School
- Panel Interview
- Co-curricular meeting/ assessment if applicable
- Safeguarding Interview*

* Please note some preparation will be required for these activities prior to the assessment centre day.

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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If you have any queries about the application process or any problem with submitting your application online, the Recruitment Team will be happy to help. Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on recruitment@etoncollege.org.uk so we can make adjustments accordingly.