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| **Job Title** | Graduate Assistant  |
| **Reports to** | Head of Graduate Assistants, with a secondary line to the relevant Head of Department |

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| **Job Purpose** |
| Eton College believes in providing an all-round education for our pupils involving them in a deep commitment to the full co-curriculum. Our diverse and busy co-curricular programme enables pupils to identify and develop skills and strengths through a huge variety of activities – from sports to music, art, debating and theatre. As a Graduate Assistant you will have the opportunity to gain experience across all aspects of the school, but your primary activities will be supporting our extensive co-curricular programme. Alongside this you will provide general support to an academic department or departments, work with our Outreach and Summer School programmes, help the school deliver our annual calendar of events, and perform House Assistant duties within one of our Boarding Houses.  |

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| **Key Tasks and Responsibilities** |
| * Contributing to the school’s sports programme, taking responsibility for a sports team or teams each half (term), providing coaching, supervision and guidance, and accompanying away matches against other schools;
* Participating in training sessions and refereeing sports matches;
* Contributing to other areas of the co-curriculum (such as drama, art, music and debating) depending on individual aptitude, experience and preferences, and as agreed with the Head of Graduate Assistants;
* Participating in the outdoor education programme including participation in outdoor trips;
* Providing general support to an academic department / departments as requested by the relevant Head of Department – this may include (but is not limited to) general administration, marking exams (under direction) and providing cover for lessons;
* Participating in society meetings and departmental trips;
* Acting as an exam invigilator;
* Contributing to the school’s ‘socials’ programme;
* Providing logistical and administrative support to the Lower Master’s Office and Events Manager 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;
* Working with the Summer Schools team to help deliver our Summer Schools’ programme;
* Under the direction of the House Master, performing weekly House Assistant duties within one of the school’s boarding houses;
* Supporting the Outreach team activities for and within our partner institutions;
* Undertaking any other reasonable tasks as requested.

Some Graduate Assistants may also:* Undertake some ‘team teaching’ with an experienced Master;
* With experience, undertake a small amount of classroom teaching.
* Support pupils with university applications during the Michaelmas half.
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| **Skills and Competencies Required** |
| To be successful in this role, you should have: * A desire to be fully involved with the life of a busy boarding-school;
* Demonstrable experience in a range of sports and/or other co-curricular activities, and the ability to communicate your enthusiasm for those activities;
* Prior experience of coaching or playing football, rugby or cricket would be advantageous, however if you do not already have this experience, a willingness to learn how to coach a sports team is essential;
* A strong academic profile, with a good undergraduate degree, and an enthusiasm for a particular academic subject;
* The demonstrable ability to communicate effectively with a wide range of people;
* Natural confidence and the ability to quickly build credibility with key stakeholders;
* 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 competent level of computer literacy;
* A commitment to uphold the highest standards of pupil welfare and safeguarding procedures.
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| **Working pattern and employment details** |
| * During school term time you will work 6 days per week (Monday to Saturday inclusive), and approximately 40 hours per week. The actual hours of work will vary depending on the activities you are performing.
* During the 6 week period of Summer Schools, you will work for approximately 40 hours per week. The actual days and hours of work will vary depending on the activities you are performing.
* The role works for 40 weeks per year. On top of these working weeks, you are entitled to 5.6 weeks paid holiday, meaning you will be paid for 45.6 weeks in total. The remaining 6.4 weeks are considered unpaid leave.
* You are required to take your annual leave during non-term periods, excluding the 3 days before the start of term and the three days after the end of term, and the 6 weeks of Summer schools – which normally run from early July to Mid-August, as these are periods you are required to work.
* If a bank holiday falls during term time this is considered a normal working day, and you will receive a day’s holiday in lieu.
* This is a live-in role, and for the better performance of your duties you will be required to live in your Eton-provided accommodation for the 40 weeks per year that you are required to work on-site. This accommodation is provided free of charge but there will be a small personal tax liability for you on this benefit. Please be aware, the accommodation similar to a Halls of Residence and is only suitable for a single person or a couple. Alternative accommodation is not available.
* The salary for the role is £19352.64 per annum (FTE of £22,068.80).
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