

JOIN OUR TEAM : GRADUATE ASSISTANT

St George's School is seeking a Graduate Assistant to join our Sport and PE Faculty

From September 2022 - July 2023 on a fixed term contract

The closing date for applications is 12.00pm on Wednesday, 15 June 2022
Completed applications should be emailed to recruitment@stgwindsor.org
Interviews will be held at St George's School soon after.

The Role – Sport and PE Faculty Assistant

Additional line management provided by the Director of Sport

The Graduate Assistant will work closely with the Sports Department and the Boarding House team to assist them in ensuring that all students receive a positive experience.

Graduate Assistants are considered as full members of the teaching staff and will, dependent on strengths and experiences, utilise these to help with and lead warm-up sessions, small drill practices, manage a school sports team, referee/umpire fixtures (subject to competency) and undertake Boarding House duties.

To encourage independent and adventurous learning in a supportive, secure, and stimulating learning environment. It is expected that they inject energy and enthusiasm in all that they do.

- Team teaching and assisting with experienced PE teachers
- Coaching and officiating teams as appropriate on weekdays, including attending some tournaments and sporting festivals on weekends
- Coaching and/or performing experience in Rugby, Hockey, Football, Netball, Athletics or Cricket at either a club, school or higher level
- Teaching small groups in specialized topic areas
- Running or assisting with co-curricular activities as appropriate
- Supporting PE lessons from the ages of 5-13
- Assist with the organisation and running of inter-house sporting events.
- Hold in the highest regard the importance of promoting the school sporting values.

The ability to inspire pupils to take part in sport as part of their own personal wellbeing

The Role – Boarding Assistant

All Graduate Assistants will be residential and a key part of the Boarding Team

- Working as part of the Boarding Team to provide outstanding pastoral care and emotional support to the boarders, and to report any irregular matters or concerns to the House Parents, making detailed records.
- The Graduate Assistants live on site, and any absence during normal boarding hours must be referred to the House Parents well in advance.
- The Graduate Assistants should be willing to work on some (rare) Friday evenings or Saturdays as required if the boarders are on site.
- Additional duties that the House Parents may reasonably request and require.

- Attend breakfast and supper with the boarders when on duty. Assist the House Parents and Assistant House Parent in ensuring good table manners, and that the boarders have a nourishing and healthy diet.
- Assist with the daily supervision of music practice, under the direction of the Director of Music (School)
- Support boarders with any preparation for drama (LAMDA or Trinity Guildhall) exams
- Assist with the supervision of evening prep and study
- Organise and supervise a variety of fun, stimulating and well-planned activities
- Supervision of boarders on Wednesday afternoon from 4.00 - 6.00pm
- Oversee the supervision of Breakfast Club
- Keep the House Parents informed of any issues that arise involving a boarder or chorister, either during the day or in Chapel.

The Role – Chorister Chaperone

Graduate Assistants will share in this role

The Chorister Chaperone will accompany the Choristers for their duties. This includes the daily rehearsals; weekly Evensong and Sunday services in Chapel.

The Chaperone will play a key role in the wellbeing of the Choristers, and attends key meetings with the Houseparents (to whom the successful applicants will report). Establishing a strong working relationship with the Boarding and Pastoral Team and Chapel Music Department is key to the success of this role in supporting the Choristers.

Working hours include mornings, late afternoons and early evenings, Sundays, Easter, Christmas and extra involvement with concerts, tours, and special services such as the annual Garter Day Service and the recent Royal Weddings and Christenings. Whilst much of this will take place during term time, Choristers are 'on call' to return back to Windsor should an important event or service warrant their involvement.

Responsibilities and duties which apply to all Graduate Assistants

- Compliance with St George's School Windsor Castle and St George's Chapel, Windsor Castle safeguarding policies and procedures
- Assistance with major school events
- *For the Pre-Prep, Prep and Sports Assistants:* support with games, swimming lessons (Pre-Prep students) and sports fixtures
- Involvement in the co-curricular clubs and activities programme, including planning and leading activities as directed by the Director of Sport and Co-Curricular
- Supervisory duties as required by the Deputy Heads
- This list (and that in the individual job roles) is not exhaustive. We require individuals who will throw themselves into the busy life of a day and boarding prep school.

We are looking for a friendly, kind, fair individuals who can maintain a sense of humour.

- Experience and a love of working with children
- Willingness to give direction and take direction as relevant
- Excellent interpersonal skills
- Team player
- Calm under pressure
- Natural and calm authority
- Sympathy with the culture and ethos of school and Chapel life

Remuneration: £14,000 for a fixed term period: September 2022 - July 2023

Single accommodation within the boarding house, free of rent, utility charges and council tax

Meals can be taken during term time in the school dining room

Application information and the application form is available via the School website

www.stgwindsor.org/recruitment

Completed applications should be emailed to recruitment@stgwindsor.org and addressed to the Head, William Goldsmith.

The closing date for applications is noon on Wednesday, 15 June 2022

Interviews will be held shortly afterwards.

St George's School Windsor Castle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St George's School is an equal opportunities employer. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex or sexual orientation.