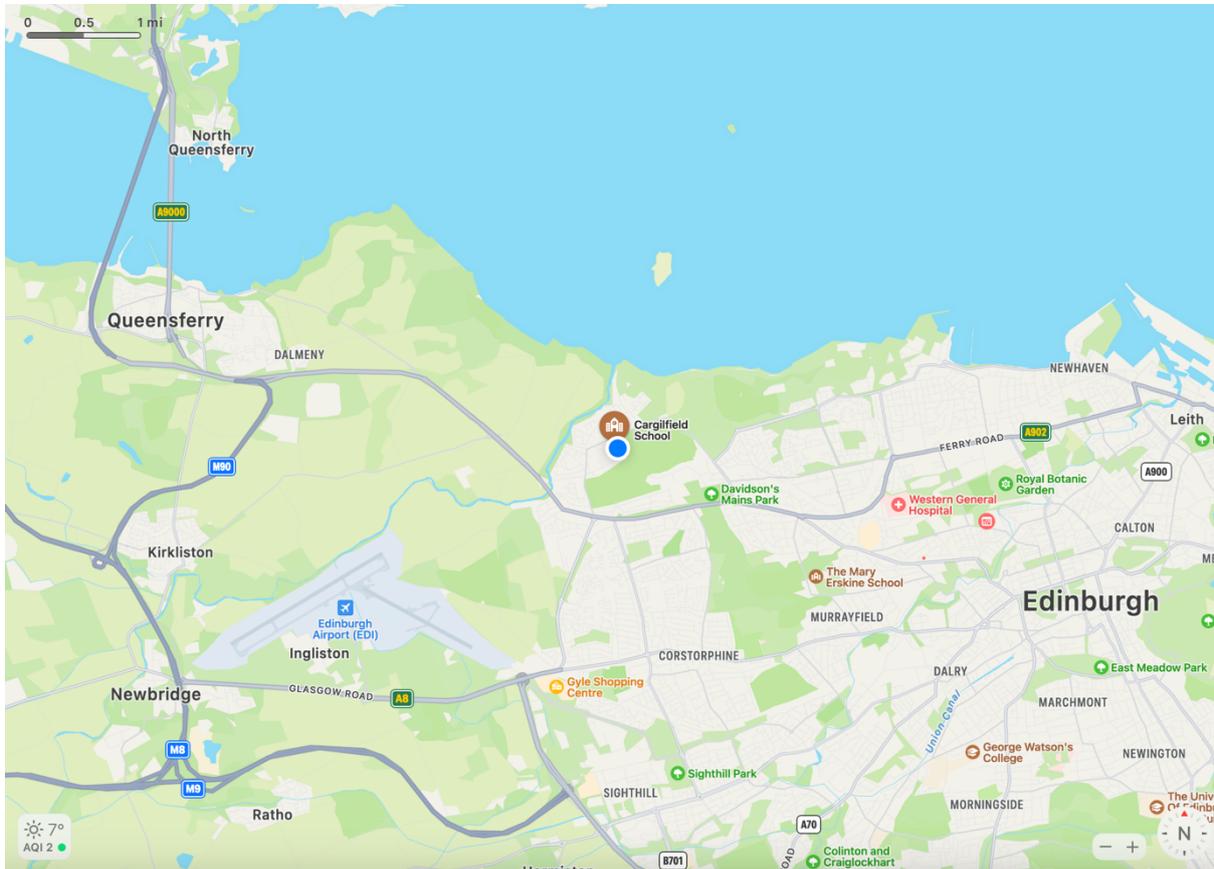


# GRADUATE ASSISTANT JOB DESCRIPTION

## About the School

Cargilfield was founded in 1873 and is the oldest preparatory school in Scotland. It is also the largest independent Prep School in Scotland and the north of England, as well as being the only independent boarding prep school in Edinburgh. The school is ideally situated in 13 acres of grounds, 10 minutes from the centre of Edinburgh and 15 minutes from the Airport.



The school is co-educational and pupil numbers have risen to over 310 in the last few years. There are around 50 occasional boarders with day children able to stay until 7.30pm and occasionally board. The strong boarding ethos leads many children to make the most of the opportunities to be a weekly or a flexi-boarder from aged 8 and to participate in boarding weekends.

Children are prepared for the Common Entrance examinations at 13+ as well as for Scholarship examinations to senior schools. Cargilfield prepares children for entry to a wide range of top independent senior schools throughout Britain including Ampleforth, Dollar Academy, Edinburgh Academy, Eton, Fettes, George Heriots, Glenalmond, Gordonstoun, Harrow, Kilgraston, Loretto, Merchiston, Oundle, Queen Margaret's, Radley, Rugby, Sedbergh, Shrewsbury, Strathallan, Uppingham, Winchester and Wycombe Abbey.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport in the prep school world in Scotland and in the UK.

Graduate Assistants will fully engage with the life of a busy prep school with a boarding ethos through carrying out coaching of sport, assisting in classrooms, assisting with administrative support and being a major part of the boys' or girls' boarding wings. The support of a graduate assistant for academic teachers is invaluable and candidates should demonstrate a 'can do' attitude to their work.

## **WORKING HOURS**

- One year contract, usually September to July
- Expenses are paid weekly
- Individual accommodation during term time and holiday
- Work Monday to Friday, also 14 weekends during the academic year
- Have one evening (after 5.30pm) off each week, in liaison with the Head of Boarding

## **PERSON SPECIFICATION**

### **Essential Qualities**

- Energy and enthusiasm.
- A 'can do' attitude.
- A commitment to immersing themselves during term time in the life of a busy boarding school.
- A desire to work with young people.

### **Desirable Qualities**

- A good sense of humour.
- Flexibility in approach to work.
- A desire to work with young people.
- Experience of a boarding school environment would help.
- Willingness to get 'stuck in'.

### **Expenses & Accommodation**

- Expenses will be paid including holidays, for the duration of the contract.
- Accommodation will be provided by the School throughout the contract period.
- Accommodation bills will be met by the School and all meals can be taken in the School during term time.

## **ROLES AND RESPONSIBILITIES (this is a selection, and not an exhaustive list)**

- Assist all members of staff where necessary
- To be responsible for tidiness of your accommodation
- Undertake break and supervisory duties in the Upper School, Pre Prep and Nursery
- Attend school outings and camps as required at boarding weekends
- Assist the Maintenance Department on the grounds at busy times
- Attend INSET training at the start of each term
- Take tables at lunch time
- Do two evening clubs each week
- Attend major school events, such as the Summer Fair, Carol Services and School Concerts etc
- Support the staff in managing pupil behaviour, reporting difficulties as appropriate.
- Supervise children in the changing rooms before and after games
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set high standards in terms of dress, language and behaviour.
- Supervising children at break times
- If strong in one area of sport, you may be asked to umpire or referee matches and to take charge of a team.
- Art, Musical or Drama specialists will also be given appropriate roles and responsibilities to reflect their interests.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the roles of other professionals in the school.

## SPORT

- Assist the PE/Games Department for PE lessons
- Assist with Games/outdoor pursuits every afternoon
- Accompany school teams at sports fixtures, when necessary
- Assist at Tournaments, occasional Saturday mornings, outside of boarding weekends
- Attend coaching courses as required

## ADMINISTRATION

- Assist teachers with practical tasks in preparation for lessons, maintenance of resources and the maintenance of classrooms
- To cover for absent form teachers at registration
- To provide cover in the office for short periods

## PASTORAL/BOARDING

- To be resident in the Boarding House in term time
- To liaise closely with the Head of Boarding on the daily routines and programmes upstairs to ensure consistency of operation
- Help upstairs in the boarding wings
- Follow school safeguarding procedures
- Be a member of a Division (Pastoral House), supporting its pupils and the staff attached to it
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.

All Graduate Assistants receive appropriate induction when they arrive at the school and staff are always on hand to help and support them during their time at Cargilfield

Please see the website for more details: [www.cargilfield.com](http://www.cargilfield.com) If you think this might be for you, then please do get in contact!

## APPLICATION PROCESS

Please send a copy of an up to date CV (including email and address) to the Headmaster at [rtaylor@cargilfield.com](mailto:rtaylor@cargilfield.com).

There will be an interview with the Headmaster, either on visiting Cargilfield or online.

**There are no closing dates for applications but these positions are often filled well ahead of time and so we would advise early applications.**