



# Job Description and Person Specification

<p><b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<b>Job Title:</b>	Resident Graduate Teaching Assistant (RGTA) – Junior School Sport 2025-26
<b>Summary of the role:</b>	To assist and facilitate teaching/coaching and activities within the Junior School and fulfil various other duties including boarding and cover in the Senior School. This is a residential role so you are expected to live on site. Boarding duties will take place in the evening and at weekend. You will be given one full day off during the week.
<b>Line management responsibility for:</b>	n/a
<b>Main duties and responsibilities:</b>	
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul> <p>Each Graduate Assistant will be required to work up to an average of 40 hours each week in the areas outlined below.</p> <ul style="list-style-type: none"> <li>• <b>Junior School Sport</b> : the Graduate Teaching Assistant is required to support the teaching of PE, Games and Sport lessons and activities mainly in the Junior School. These duties will equate to approximately 25 hours of your timetable. You will also be required to provide assistance with cover lessons for absent members of staff in the Senior School, approximately 5 hours a week..</li> <li>• <b>Boarding</b>: the GTA may be responsible for some wake-up, lunch and evening duties each week. At weekends there may be a significant commitment required including being on duty in one of the boarding houses for a substantial period. These duties will total 10 hours per week. On occasion, you may be asked to be on call throughout the night.</li> <li>• <b>Miscellaneous</b>: any other reasonable requests made by the Deputy Head (Pastoral) or Head of Faculty</li> <li>• <b>Day off</b>: each GTA will be given one full day off each week.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>



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**You may also be required to undertake such other comparable duties as the Deputy Head (Pastoral) requires from time to time.**



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Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>Degree or equivalent experience in subject area (this may be in progress)</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>First Aid</li> <li>Full driving licence</li> <li>Coaching qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant's certificates</li> <li>Discussion at interview</li> <li>Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Working with children preferably in an educational setting</li> <li>Playing or coaching 2 or more of the</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Working on summer camps or community projects involving children.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>



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	school major games (Rugby, Football, Hockey, Netball, Cricket, Rounders and Athletics)		
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• IT literate</li> <li>• Organised</li> <li>• Self-motivated</li> <li>• Independent</li> <li>• Team player</li> <li>• Ability to think on your feet</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Enthusiasm for the role</li> <li>• Show positivity and a can-do attitude</li> <li>• Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Subject knowledge in area applied for</li> <li>• Be able to research, plan and deliver basic but engaging sports sessions with children</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Coaching skills and managing groups/individuals in a sports</li> <li>• Understanding of reflective practice</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> <li>• <b>Sports Graduate:</b> To have experience and playing or coaching 2 or more of the School Major Games, Rugby, Football, Hockey, Netball, Cricket, Rounders and Athletics</li> </ul>



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<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Supportive of the Quaker ethos and principles</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• Ability to problem solve and think on your feet</li> <li>• Flexible to meet the changing demands of the role</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Good sense of humour</li> <li>• Confident</li> <li>• Articulate</li> <li>• Responsive</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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