



## RESIDENTIAL GRADUATE ASSISTANT

This position involves a variety of responsibilities and tasks that will require you to be flexible and willing to be called upon according to the school's need.

The Graduate Assistant will work with a team of Senior House Parents and Graduate Assistants and the Director of Boarding, to whom they are accountable.

We are looking for flexibility, communication skills and confidence when working with young children.

Organisational abilities and knowledge of running activities will be highly appreciated.

Responsibilities will include:

- safeguarding and promoting the welfare of students in the boarding house and around the school
- supporting the international ethos of the school and giving help and support where needed
- ensuring that the general atmosphere of the house is conducive to study at the designated times
- organising and assisting with weekend and evening activities
- being a team player with a 'can do' attitude

It is anticipated that the Graduate Assistant may have the opportunity to establish a link with a department within the school, (i.e sport, Drama, Learning Support) and thus to gain further relevant experience of education. The role of the Graduate Assistant in supporting lessons will involve support for either individual pupils or teaching groups. It is possible that opportunities may arise for Graduate Assistants to plan, prepare and teach lessons under the supervision of colleagues.

Responsibilities include:

- preparation for assisting the teacher and supporting pupils during lessons
- helping pupils access the curriculum, consolidate understanding and express thoughts and questions
- helping pupils develop the skills needed for effective and happy interaction with others

Driving Licence and a Criminal Records Bureau check will be required.

Proficiency in French – would be desirable.

First Aid qualification, current safeguarding training and DBS clearance are desirable.

We are looking for female/male assistants with a degree level education. NQT's welcome to apply or those seeking a career in teaching.

Please send your applications to [office@stgeorges.ch](mailto:office@stgeorges.ch)