



**Monkton Prep School
Graduate Teaching Assistant
Information Pack**





The Role

Monkton is seeking to appoint a number of high calibre Graduate Teaching Assistants for the forthcoming academic year, starting at the end of August 2024, on a 12 month fixed term contract for our Prep School, set in the beautiful Midford valley on the outskirts of Bath.

This is an excellent opportunity to gain experience of working with young people, ages 2 -13 years, in a supportive Christian ethos school environment. This role would especially suit those who are interested in playing an active role within the school and are thinking of teaching as a future career. The role is particularly suitable for those looking to experience all aspects of boarding school life, and the daily routine of a busy school within the classroom, on the sports field and throughout the co-curricular activities which take place on site.

Post: Graduate Teaching Assistant

Relationships: The post holder is directly responsible to the Deputy Heads Pastoral and Co-Curricular.

Specific Duties:

- To entertain, supervise and care for boarding pupils, as a member of the boarding staff team, based on a weekly rota of evening and weekend duties. You will work approximately 8-10 hours per week Mon-Fri in the boarding house and most Saturday afternoons (in the boarding house or on fixtures). In addition, you are expected to do approximately 11-13 Sat evenings / Sundays in a year. Weekends will often involve helping with Sunday outings.
- Co-curricular activities are an important feature of life at Monkton Prep. They take place between 4.30-5.30 on weekdays (except Wednesday) and can involve a wide range of activities from games to cooking to crafts or sport. You are expected to be involved and to offer three activities per week, either to help with something you are interested in, or to learn new skills which you, in turn, can impart to the children.
- To assist with games and sport sessions throughout the week including fixtures. All games lessons are led by suitably qualified staff, and Graduate Teaching Assistants provide extra help under the guidance of such teachers. The main sports at the prep school are hockey (all students play), rugby, cricket, tennis and netball.



- Being part of a team which covers classes for members of staff who are absent. To embrace all aspects of school life and to expect a different schedule of responsibilities on a regular basis; there are frequently additional duties such as helping with Open Mornings, Wild Monkton Days and school productions.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	Degree Qualification or equivalent		√
Experience	Previous experience working or volunteering with children and young people		√
	Previous experience in supporting and being a team member in a school		√
Knowledge And Understanding	Health & Safety, Child Protection, and Safeguarding (training will be provided)		√
Skills	Skills or qualifications in at least one extracurricular area (e.g. sport, art, music, drama)	√	
	A knowledge and understanding of written and spoken English is required for this post	√	
Personal Attributes	Demonstrates the ability to work as a team player and encourage team working	√	
	Adopt a proactive approach in line with changing school requirements	√	
	Demonstrate the ability to promote positive working relationships and able to communicate effectively with people at all levels.	√	
	Able to follow work routines and instructions	√	
	Awareness of the responsibilities of working in an environment with young people.	√	



	Supportive and engaged with the school's Our Vision, Our Mission and Our Values.	√	
	Sympathy with schools Christian ethos	√	
	Awareness of the responsibilities of working in an environment with young people.	√	
	Ability to be flexible and adaptable	√	

Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value differences, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.