



THE ORATORY



GRADUATE ASSISTANT SEPTEMBER 2024 START DATE

The Oratory School aims to provide the best possible education for its students. All staff are expected to contribute to school life and are provided with every support from the Head and the Senior Management Team. The successful candidate will be expected to participate in such duties as are customary for staff at The Oratory.

We are looking to appoint a Graduate Assistant from September 2024. This is a full-time residential role from 1 September 2024 to 31 July 2025, living in one of our boarding houses and helping with duties, supervision and the pastoral care of students. There is an occupational requirement (as defined by Schedule 9 (Part 1) of the Equality Act 2010) for the postholder to be female. Accordingly, this post is open to female applicants only.



The Graduate Assistant will contribute to our broad co-curricular programme of sport and activities as well as helping with the busy programme of boarders' activities. There is also the opportunity for graduates to assist in the classroom in their specialist academic area and to potentially gain teaching experience. Support will be provided by both the academic Head of Department and the Director of Sport: the school fully supports staff in their professional development, with school-based INSET and coaching courses outside school organised and funded. The school is an equal opportunities employer and welcomes a diverse pool of candidates.

Graduates in any academic subject offered by The Oratory School should apply and we would particularly welcome applications from those who may be able to contribute in one or more of the following areas: marketing, audio-visual and streaming of events, one to one teaching support of English as an Additional Language, and our full games programme.

This role will be line managed by the Deputy Head Pastoral.

Main Duties to include but are not limited to:

- Academic.
- Assist teaching staff in the classroom with the possibility of development towards independent teaching.
- Provide cover for lessons as required.
- Supervise prep sessions.

Pastoral

- Undertake boarding duties as directed by the Housemaster. Fulfil the normal duties of a member of the teaching staff, including any reasonable requests that the Head or the Senior Management Team may make.
- Be available at weekends (with 24 hours off during the week) to help to plan and run a programme of activities for the boarders.

Sport

- Coach games and take teams for matches and tournaments.
- Take an active role in coaching initiatives and help deliver to coaching staff.
- Refereeing or umpiring (depending on expertise).
- Sport department administration (assisting in the management and organisation of fixtures).
- Contribute fully to the school's thriving activities programme.



- Generally helping around the school to assist the sports programme and to help fulfil our students' potential.

This job descriptions should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Salary: TBC

Benefits

- Accommodation within a Boarding House.
- Free Sports Centre membership with access to the gym, squash courts, lane swimming and golf course.
- Meals while on duty during term time.
- Contributory pension scheme.
- Death in Service benefit.
- Free parking.

Safeguarding

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. The following duties will be deemed to be included in the duties, which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible.

Person Specification

The successful candidate will display most or all of the following qualities:

- A desire and motivation to experience boarding school education.
- A genuine enthusiast who wants to pass on his or her skills to young people.
- Experience in playing at least two of our major sports to a high standard and the ability to coach these and, preferably, some or all of our other sports on offer (badminton, basketball, squash, tennis, swimming, cross-country, athletics, golf).

- Be fully in sympathy with the ethos and practices of this day and boarding Catholic school, although the successful candidate need not be a Catholic.
- Willingness and aptitude to assist the Director of Sport and other staff with organisation and administration.
- The ability to work independently.
- Good communication skills, both written and oral.
- Excellent interpersonal skills, in order to interact successfully with students, parents and staff.
- The ability to motivate students to achieve their best as students.
- An excellent work ethic and commitment to the school and its students.
- Sufficiently mature and confident to act as a role model to young people and to keep good order.
- Be smart and professional in appearance and manner.
- Compassion and a sense of humour.

The Oratory Schools Association Registered Charity No 309112 is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 213, 2020.



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