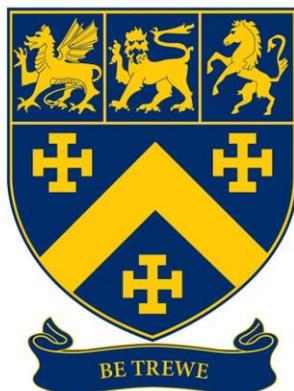


## HANDCROSS PARK



A BRIGHTON COLLEGE SCHOOL

**Post:** Post Graduate Assistant Teacher

**Responsible to:** Deputy Head

### Overview:

**As Handcross Park is part of the Brighton College Family of Schools, it allows teachers opportunities to collaborate and work with staff within the group. The applicant will possess exceptional people skills together with energy and enthusiasm and the willingness to go 'the extra mile'.**

### Job purpose:

- To coach Games across the school
- To supervise and assist pupil learning in the classroom
- To manage the behaviour of pupils while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist pupils to undertake the set activities within the lesson.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To supervise assigned afterschool clubs/sessions.
- To provide feedback to pupils in relation to progress and achievement.
- To deal with problems or emergencies according to the school's policies and procedures.
- To ensure that all work is collected and returned to the classroom teacher.

- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To recognise student achievement in accordance with the schools rewards policy.
- To work with and liaise with the Learning Facilitator's who may be supporting individuals within the cover lesson.
- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To support morning break and lunchtime duties.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake the role of form tutor.
- To contribute to the invigilation of public examinations.
- During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by Deputy Heads.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

This Job Description outlines the duties for the time being for this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

### **Promoting Safeguarding and welfare of children and young persons**

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## Person Specification:

The successful applicant needs to have the following skills and qualities:

- Education to first degree (or equivalent certification) in relevant subjects
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of young people.
- A commitment to the subject
- Enhanced disclosure via the DBS
- Excellent classroom practice with understanding of high quality teaching and learning.
- A commitment to comprehensive and inclusive education
- Ability to demonstrate an awareness of recent subject developments.
- Effective organisation and administration skills.
- Knowledge and understanding of assessment.
- Experience of monitoring and evaluation procedures relating to the work of pupils.
- Experience of implementing differentiated teaching strategies.
- Work collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- Respect and value the different experiences, ideas, and backgrounds others can bring to work and to teams.
- Ability to work effectively both as part of a team and also independently.
- Lively and creative personality.
- Clear understanding and use of ICT in day-to-day teaching.
- Commitment to the values of the school.
- Commitment to the wider aspects of school life.
- Strong interpersonal skills.
- Demonstrate understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.
- Demonstrate emotional resilience in working with challenging behaviours of children and adults.
- Empathy for pupils, parents, staff and the community.
- A sense of humour and “can-do” attitude.
- Commitment to on-going personal and professional development.
- Effective management of commitments and deadlines.
- To have and nurture good and effective relationships with staff, pupils and parents.
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the school.

## Other Duties and Responsibilities

- To share any specific areas of expertise which would be beneficial towards the running or development of the school.
- To be an active member of the staff room.
- To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents' evenings, Open Days and INSET days as required by the Headmaster.
- To carry out such other duties as are reasonably assigned by the Headmaster.

## Applications

A brief letter of application, a completed and signed application form, should be addressed to the Headmaster, Richard Brown, as soon as possible.

The Deputy Head Operations, Ant Falkus would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted at the School on 01444 400526 or on email – [afalkus@handxpark.com](mailto:afalkus@handxpark.com)

Details of the post and application forms are available on the school web site – [www.handcrossparkschool.co.uk](http://www.handcrossparkschool.co.uk) or from the Bursar's PA, Mrs Lynne Adsett-Knutsen - [ladsettknutsen@handxpark.com](mailto:ladsettknutsen@handxpark.com) Tel : 01444 400526.

## Other:

- During term time Breakfast, Lunch and Supper is provided.
- Contributory pension scheme.

## About the School

Handcross Park is a thriving, co-educational day and boarding prep school located near the A23 in West Sussex. It is forward thinking and innovative as well as being a Google teaching school. The pupils are fully engaged in the teaching and learning process. The school is also a member of the Brighton College Family of Schools and takes children from the age of two and prepares them for Common Entrance and Scholarships at Year 8 (13

**years of age). Our pupils leave after Year 8 and attend Brighton College and other top senior schools in the country**

The School is set in 50 acres of stunning woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors. A number of exciting developments are being planned, which is attracting a great deal of interest from prospective parents. The Headmaster, Richard Brown, arrived in September 2016 and is leading the school through this exciting transition. We follow a Monday to Friday teaching routine, with full boarders staying for an activities programme during the weekends. We operate one Saturday Open Morning a term, but also provide representation at the Brighton College Open Mornings for potential boarders in Years 7 and 8.

We are exceptionally well resourced with our own All Weather pitch, sports hall , indoor swimming pool, ICT suite, stand-alone music department, specialist teaching classrooms, boarding house, stand-alone Pre-Prep and extensive grounds.

The approach to teaching and learning is exciting, progressive, and challenging and is focused upon our Ten Core Themes. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.