



GREAT WALSTEAD  
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking to appoint a  
**Graduate Student**

who would like the opportunity to work within a school environment

**We are looking for candidates with varied interests such as music and sport**  
**From Sept 25 – July 26**  
**Term Time Only**

Duties for the Graduate Student will include:

- Participating in the day to day activities of the school
- Provide assistance to the Drama, Art & Sports Departments
- Assisting in sports, including fixtures against other schools
- Assisting with general duties in the school
- Assisting with school events and trips

The successful candidate will:

- Have a good standard of education to include GCSE Maths and English grade C/grade 4 or above
- Have good IT skills
- Be able to communicate effectively verbally and in writing
- Be able to work as part of a team and be approachable, friendly and cheerful

Both residential and non-residential applications will be considered

Further details and an application form can be obtained at the School's website  
<https://www.greatwalstead.co.uk/about-us/employment-opportunities>

**Great Walstead School, Lindfield, Haywards Heath, West Sussex RH16 2QL Telephone 01444 483528**

**The closing date is noon on Fri 6<sup>th</sup> Dec 2024**

**Applicants will be considered as they are received and the school reserves the right to appoint at any point during the application process.**

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service  
Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website



## **Job Description**

**Job Title:** Graduate Student (Fixed Term)

**Responsible to:** Deputy Head

### **Main Purpose of Role**

- To assist with general duties in the school
- To communicate positively with parents and colleagues.
- To be a proactive and committed member of the school
- To take responsibility for other tasks in and around the school

### **Key Responsibilities**

#### **Prep School Duties**

- Classroom support
- Break time supervision duty
- Assisting with school events or trips (including residential trips away from school)
- Assisting with after school events including parents' evenings and plays where necessary
- Assisting in sports, including fixtures against other schools
- Fully support the extra-curricular life of the school, which is likely to involve leading sports teams, leadership activities and clubs

#### **Administrative Support**

- Assisting with general office duties eg. assisting with mail outs, filing, photocopying, shredding etc.
- Assisting with morning and afternoon registration

#### **Other Duties**

- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties. All staff are expected to attend Open Days and Training days as required by the Headmaster.
- Assist in various sections of the school as guided by Deputy Head
- Be available for some weekend and evening commitments
- Eat all meals with the children as available.
- Reflect the school's ethos when dealing with parents, children and the local community.
- Demonstrate a high level of commitment and flexibility, contributing to the wider curriculum through games and activities and the life of the community as appropriate
- Promote and safeguard the welfare of children in the school.

#### **Standards and Quality Assurance**

- A suitable person to work with children under the terms of the Children Act and other relevant legislation.
- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform rules.
- Participate in Inset and undertake appropriate further training as part of the professional development programme.
- Attend team and staff meetings.
- At least three days before term starts should be kept available for preparation and Inset sessions.

Performs any other duties commensurate with the position level as directed by the Deputy Head.

**Safeguarding responsibilities:**

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	Good standard of education to include Maths and English to GCSE grade C or above	Evidence of continued professional development First Aid qualification	Application form/ Certificates
<b>Knowledge and Experience</b>	Good IT skills	Knowledge of safeguarding Knowledge of Health and Safety	Application form
<b>Skills</b>			
<b>Relationships</b>	Ability to establish and maintain good relationships with pupils, colleagues and parents. Ability to form and maintain appropriate relationships and personal boundaries with children.		
<b>Interpersonal</b>	Ability to communicate effectively verbally and in writing. Flexible  Resilient under pressure. Able to deal sensitively with people. Positive, enthusiastic and motivated approach. Appropriate attitude to the use of authority and maintaining discipline.		
<b>School Ethos</b>	Empathy with the spiritual life of the school.		

**Terms and Conditions**

The first term of the appointment will be probationary and subject to one week’s notice in writing on either side.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster or line manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.