



Fettes College Preparatory School

GRADUATE ASSISTANT (SPORT) (September 2021 to June 2022)

Responsible to: Headmaster

Line Manager: Director of Studies/Director of Sport (College)

THE ROLE

Teaching Role

Graduate assistants will be asked to shadow the teaching responsibilities of chosen teachers, giving exposure across the Physical Education curriculum and in other areas of subject specialism where relevant. The opportunity to observe lessons in the Senior School will be made available where appropriate. The teaching load in the Prep School will not exceed more than 25 lessons per two-week cycle.

Administrative Role

- To supervise Prep School Reception when required.
- To assist the Deputy Headmaster in the administration of the reward system and the operation of the Prep School Stationery Shop.
- To assist the Prep School Secretary in her administrative role when requested. This will include supervising 'Sign Out' at 1600, 1700, 1800 and 1900 at least twice a week.
- To assist the Director of Studies in the administration of examinations and Standardised Testing.

Games Coaching

The Graduate Assistant (Sport) will be expected to assist with games in all three terms for six afternoons a week.

Weekend and Evening Activities

Graduate Assistants will be expected to be on duty on alternate weekends (including Open Day) and to assist or lead an evening activity (Tuesdays and Thursdays) at least once a week.

Graduate Assistants will be expected to assist with the supervision of pupils in the evenings until 8pm when deemed appropriate – in the summer months, this has the possibility of being every evening.

Breakfast, Breaktime and Lunch Time Duties

The Graduate Assistant (Sport) will be expected to play a full part in the supervision of children at break time and lunch time and changing room duties. This will include a breakfast duty once a week (0700-0745).

BENEFITS

Accommodation will be provided throughout the year and meals will be provided in the dining hall during term time, free of charge. A Graduate Assistant will start on a salary of £990 per month.

Graduate Assistants may be asked to take on further responsibilities deemed appropriate by the Headmaster.

You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Further details will be outlined in the contract of employment.

Parking is free of charge within the campus grounds.

New staff at Fettes join a friendly and supportive team with a vibrant mixture of age and experience. We value every member of staff's contribution to the life of the School.

APPLICATION PROCESS

To apply please submit an Application Form, your CV and a covering letter outlining your suitability for the role via email to recruitment@fettes.com.

If you would like further information prior to applying for this role, please contact either Mrs Rachael Pollock or Mr Brendan Eagar on 0131 332 2976.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Graduate Assistants will be expected to undertake a full programme of Child Protection training.

Closing date for applications is Friday, 19th February 2021 with interviews taking place week commencing Monday, 1st March 2021.

A A Edwards
January 2021



ABOUT FETTES

Fettes College is a leading HMC co-educational boarding and day school close to the heart of Edinburgh. It has a strong tradition of academic, sporting and cultural excellence underpinned by outstanding pastoral care. Fettes opened its doors in 1870 and became fully co-educational in 1980: it is now an Independent school of some 765 boys and girls. There are 580 pupils in the Senior School (13-18 years) and 200 pupils in the Preparatory School (7-13 years). The academic staff in the College consists of the Head and 80 full-time members of the Common Room. Our Prep School shares the same site and consists of a further 25 full-time teaching staff.

The School stands on a magnificent site of approximately 100 acres, but still within walking distance of Edinburgh's city centre. The historic main building holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent.

As well as our teaching staff we employ over 220 Non-Teaching Staff across the many departments, including; Estates, Security, Catering, Housekeeping, Accounts, Admissions and Marketing with a pervading sense of community amongst staff, pupils and parents alike.

The Aims of the College

Fettes College aims to nurture the individual while fostering a happy, well-ordered and caring community with strong family values at its core.

To this end, we will do our utmost to ensure our students:

- Receive the highest possible quality of education within a boarding environment
- Feel safe, valued, have a sense of personal worth and are thoughtful and considerate of the needs of others, possessing a willingness to take on responsibility
- Develop their self-confidence, integrity, emotional resilience, loyalty, good manners and humour, leadership skills and team-work
- Value a sense of community and service, and develop a clear sense of right and wrong, equipping them for life beyond Fettes
- Are provided with equal opportunities regardless of gender, sexuality, ethnic origin or religion
- Are encouraged to stretch and challenge themselves in everything they undertake.