



Fettes College Preparatory School

GRADUATE ASSISTANT (September 2023 to June 2024)

Responsible to: Headmaster

Line Manager: Director of Studies

THE ROLE

Teaching Role

Graduate assistants would be asked to shadow the teaching responsibilities of chosen teachers, giving exposure across the curriculum and in 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

Graduate Assistants will be expected to assist with games in all three terms for three afternoons a week.

Weekend and Evening Activities

- Graduate Assistants will be expected to be on duty on alternate weekends 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.

Breaktime and Lunchtime Duties

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

BENEFITS

Accommodation may 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 £1110 per month.

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

In addition to being part of a great team you will be entitled to a range of benefits that include:

- Free parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Death in service cover.
- A room in a shared house (one other GA) may be available on Campus FOC.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Non-Teaching Staff Pension Scheme after 3 months service.

APPLICATION PROCESS

Please apply via our website <https://www.fettes.com/about-us/vacancies>

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

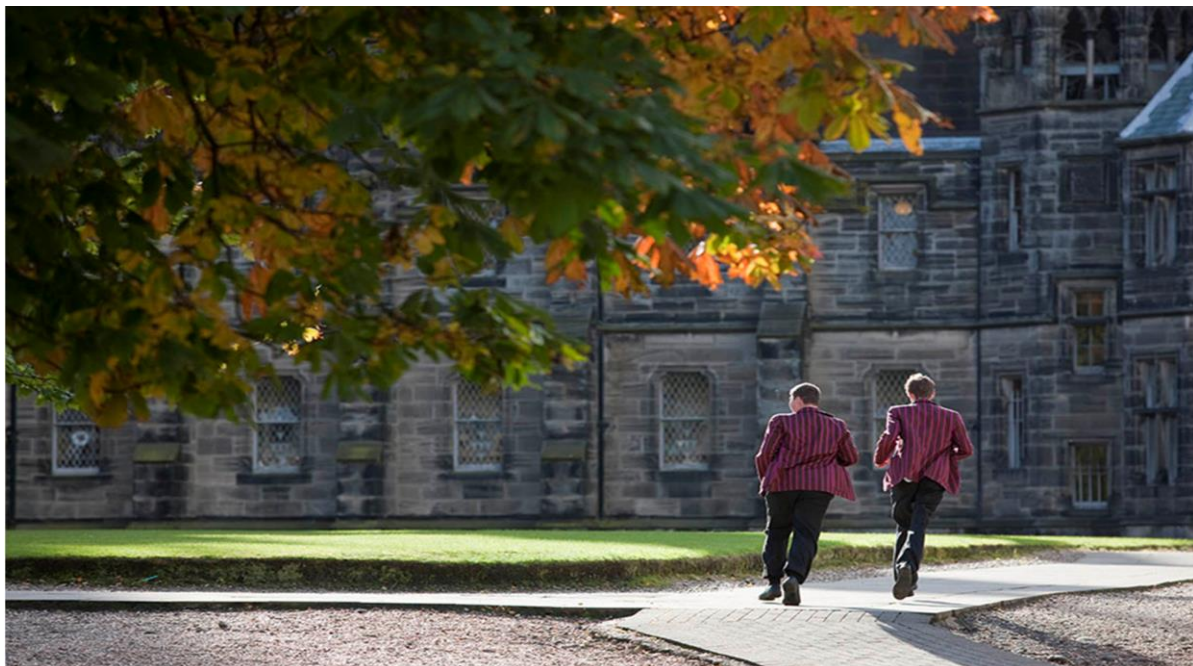
An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

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

Closing date for applications is Tuesday, 6th June 2023 with interviews taking place week commencing Monday, 12th June 2023.

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. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are keen to welcome applicants from diverse backgrounds into our staff body. If you would like a friendly conversation with an employee who identifies as an ethnic minority, please feel free to contact Sara Medel Jiménez (s.medeljimenez@fettes.com) who will be happy to share her experience of Fettes.



THE SCHOOL

Fettes Prep School is situated in a 100-acre wooded campus in the Stockbridge area of Edinburgh which is close to the city centre. We have 210 pupils aged 7-13 and we share this beautiful campus with Fettes College, which was founded in 1870 and is one of the UK's leading co-educational boarding and day schools.

The Prep School is able to make use of the College facilities, including the Chapel, Westwoods Sports Centre and the extensive sports pitches but also enjoys the benefit of our own dedicated staff, curriculum and buildings. Approximately 25% of our Prep pupils board and we have two boarding houses - Arran for the boys and Iona for the girls. The Teaching Staff consists of the Headmaster (a member of the Independent Association of Preparatory Schools) and 30 members of the Common Room.

There is a pervading sense of community amongst staff, pupils and parents alike and everything that we do at the Prep School shows the commitment we have to the happiness of our children. Ninety five per cent of our pupils move onto the College where the Fettes family journey continues. The College has 590 students (13-18 years) of whom 75% are boarders. There is also strong Old Fettesian Association (with over 5,000 Old Fettesians worldwide).

Fettes College has a strong tradition of academic, sporting and cultural excellence underpinned by outstanding pastoral care. The school opened its doors in 1870 and became fully co-educational in 1980. The academic staff in the College consists of the Head and 90 full-time members of the Common Room.

As well as our teaching staff, we employ over 220 Operational Staff across the many departments, including Estates, Security, Housekeeping, Finance, Admissions and

Marketing. The Prep School therefore benefits from significant levels of operational support from being part of the wider organisation.

THE AIMS OF THE SCHOOL

Fettes Prep School 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, 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 teamwork.
- 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 and identity, sexual orientation, disability, ethnicity or religion.
- Are encouraged to stretch and challenge themselves in everything they undertake.

THE VISION AND CONTEXT

Fettes College's vision and strategy (Fettes Moving Forward: A place to live. A place to learn. A place to grow.) are founded on the four key strands of learning, wellbeing, our community and our people, each of which is integral to the ongoing success and growth of the school. There are many parts to all these strands, including the design of a curriculum for the future, further broadening our engagement in and with the local community and, of course, our steadfast belief in promoting a full boarding ethos but crucial to each in some way is the improvement and/or development of facilities to allow the vision to be fully realised.

This is therefore an extraordinarily exciting time for the whole Fettes community and the Prep School will be playing its part in realising the vision with exciting plans already being made.