



Candidate Brief

Graduate Teaching Assistant

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**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL



Background

Mount House School is a small, co-educational independent day school for students aged 11 – 18 years located on a stunning rural site on Camlet Way in the London Borough of Barnet.

With over 260 students currently on roll, the School has ambitious plans and investment to grow to 350 in the coming years. Small class sizes and modern teaching methods supported by outstanding pastoral care combine to ensure each student achieves their best, whilst a broad and varied co-curricular programme equips them with the skills needed to thrive in adult life.

The School's vision is underpinned by ASPIRE, values that enable each student to be Adaptable, Supportive, Principled, Inquisitive, Resilient and Excellent.



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Benefits of working at Mount House School

- Small class sizes
- Excellent pastoral care
- A small, supportive, and vibrant community
- Entry into a pension scheme
- Opportunity to become a member of Chartered College of Teaching
- Individually supported CPD opportunities
- Free lunch and refreshments available
- Plenty of on-site parking

“ *There is a real sense of community and opportunity for progression at Mount House. It has been very easy to settle in, and the support as I begin my career has been excellent.*

Amy, Teacher of PE (previous graduate) ”



The opportunity

Mount House School is looking to appoint a Graduate Assistant for a fixed period of 12 months during term time from 1st September 2024 to 31st August 2025.

The post offers an opportunity to gain extensive and worthwhile working experience in a small independent school. The post will be particularly attractive to a graduate thinking of a career in education. The position will offer a comprehensive experience developing skills in a supportive and collegiate environment. The opportunity would provide an excellent introduction to a PGCE course.

The role will enable the appointed candidate to take part in all aspects of school life and in particular the co-curricular programme in sport and/or music. The work will be varied, and that variety would, to some extent, be determined by the personality, enthusiasm and skills of the individual appointed. Applicants with an interest in music and/or sport are encouraged alongside any other areas of interest.

Accountability

The Graduate Teaching Assistant's day-to-day line manager will be their Head of Faculty, overseen by the Senior Deputy Head.



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Our Graduate Teaching Assistants play a really key role in the school, offering the chance for an individual to show their talents and develop key skills in the school environment. Previous graduates have moved into a range of next steps including continuing to work at the school as a teacher. We are keen to help our Graduate Teaching Assistants develop and will aim to ensure their interests are reflected in the

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Jon, Senior Deputy Head



The Role

Key Responsibilities

The responsibilities of the post holder may include the following areas:

- Supporting the school's music programme and taking responsibility for one or more musical ensembles;
- Supporting the coaching of games sessions, possibly taking responsibility for a sports team, including mid-week fixtures in each term;
- Observation, team teaching and possibly phased responsibility for teaching across the age range in the successful applicant's subject area;
- Assisting with the running of co-curricular clubs and societies with possible opportunities to manage activities;
- Assisting with the administration of and participation on school trips (day trips and residential);
- Carrying out a range of administrative and support tasks;
- Supporting, assessing and recording students' progress in accordance with faculty and school policies, including those with specific learning needs;
- Taking part in the pastoral life of the school as an assistant form tutor;
- Making a contribution to the wider life of the school in every sense.

Person Specification and Qualifications

- Honours Degree;
- Genuine passion for working with and teaching young people;
- Demonstrates high standards of behaviour and is able to model the School values;
- Proven communication and interpersonal skills;
- Attention to detail and ability to work independently and use initiative;
- High order administrative skills, effectively manages commitments and deadlines;
- ICT competence and willingness to learn and use new technologies;
- Works collaboratively and supportively with colleagues;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Emotional resilience to cope with and learn from challenging situations;

The salary for this role will be £22,000 per annum.

Working hours will be 8.15 am to 5.15 pm Monday-Friday during term time, as well as staff inset. Additionally, staff work on 2 Saturday mornings: Open Day and Entrance Assessment Day (exact dates will be confirmed at the interview)



How To Apply

The post is available from September 2024.

Further details about the role and how to apply can be found at:
<https://www.mounthouse.org.uk/vacancies/>

Please e-mail application forms with a supporting statement to:
careers@mounthouse.org.uk

The closing date for applications is: **10am Friday 19 April 2024**

Please note that CVs alone will not be accepted.

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closing date. We therefore encourage applicants to submit their applications as soon as possible.

Mount House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

