



CLAYESMORE  
D O R S E T

**Job Title:** Graduate Assistant (Prep School)

**Reporting to:** Prep Deputy Head

**Principal Duties**

- Supporting and encouraging individuals and groups of children in their academic, non-academic and emotional development
- Liaising with and supporting teachers in the classroom
- Providing support within games lessons and during matches; this may include coaching pupils and acting as a referee/umpire
- Be actively involved in the care and well-being of all boarders
- To carry out routine administration and supervision tasks
- To be of general assistance around the school for all staff – academic and support
- To do weekly duties, including early morning, break, lunchtime, evening and weekend duties.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

This is a full time, residential post.

**Signatures of agreement:**

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(Job Holder)

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(Human Resources Manager)

Date: .....

Date: .....