



CITY OF LONDON  
FREEMEN'S SCHOOL

ASHTEAD, SURREY

# Graduate Assistant

## Information for prospective staff

### INFORMATION ABOUT THE ROLE

Reports to

Head of Boarding

### Purpose of post

To assist with teaching and supervisory duties throughout the School and to take an active role in boarding

### Main duties and responsibilities

#### General

- To assist with timetabled lessons as required; including as a teaching assistant, working with small groups as directed, and teaching classes independently;
- To assist with a tutor group, as required;
- To assist with the games and co-curricular programme of the school at lunchtimes and after school including, as required, the supervision of the changing rooms;
- To assist with the supervision of wraparound care club at least once a week;
- To undertake a 30-minute Duty (e.g. playground supervision) as instructed by Deputy Head;
- To join day and residential school trips from any section;
- To take responsibility for a sports team/s or another group of pupils e.g. ensemble/orchestra, drama production etc as directed;
- To assist with co- and extra-curricular provision within main department e.g. sports fixtures, clubs, rehearsals, as directed;
- To encourage the children to be courteous and well-mannered when around school;
- To lead cover lessons as instructed by the Deputy Head;
- To be assigned to a specific House in the School's House system and to help with the organisation of the running of that House under the leadership of the Junior and Senior Heads of House;
- To assist with photocopying/display work and general administration as required;
- To show commitment to our Graduate Assistant training programme which focusses on the initial steps to becoming a trained teacher.

#### Boarding

- To be available in the boarding house 5 weekends a term, or more, as required;
- To assist with the supervision of mealtimes when on duty and to take charge at breakfast or supper as required;
- To play a role in assisting with the pastoral care of boarders, organizing and supervising activities on evenings and weekends when on duty;
- To be on duty one evening a week within the boarding house until 10.30pm;
- To accompany Boarders on trips and social activities as requested;
- To help the Head of Boarding ensure that there is a pleasant atmosphere and calm discipline in the House at all times;
- To see that rooms are kept tidy;
- To assist with the arrival and departure of boarders at the beginnings and end of terms;
- To assist in the distribution of clean clothes and see to the neat appearance of children taking part in matches, outings and other visits;
- Any other duties as reasonably required by the Head of Boarding.

## Junior School Graduate

- Duties as laid out in General and Boarding sections above.

And:

- To offer academic and pastoral support in the Form 1 classrooms;
- To offer 1-1 extra support for any children that the Head of Year deems necessary, small group activities/extension/ listening to readers;
- To be available for registrations to free the Head of Year/form staff to have meetings with parents/colleagues/children;
- To attend PE and games with Form 1.
- To assist with moving the children around the site (particularly in the early weeks), break time supervision, guidance to the bus stop etc;
- To accompany pupils on day and residential trips as requested;
- To assist with photocopying/display work and the demands of small children with regards finding possessions, helping pack and unpack bags etc.

## Training

The Graduate Assistant may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. The cost of this training and reasonable expenses (which must be approved in advance) will be borne by the school.

## Additional Information

Freemen's is committed to safeguarding and promoting the welfare of children. The post holder must be willing to undergo child protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

## Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

## PERSON SPECIFICATION

The School is seeking to appoint energetic and enthusiastic graduates who can demonstrate an affability with children, initiative and an interest in contributing fully to every aspect of school life, together with strong organizational and ICT skills.

The School operates a programme of induction for new members of staff and successful applicants will be supported by a mentor.

# The Graduate Assistant Programme

## About the Programme

The role of Graduate Assistant at Freeman's is a broad one, intended to give a fantastic introduction to the richness of working in a school. Participants are given the opportunity to be involved in a variety of aspects of school life. The focus is getting the Graduate Assistants practical experience of teaching, whether that is inside a classroom, on the sports pitch, in the Music Recital Hall or the theatre. By the end of the year, we want Graduate Assistants to be confident in planning and delivering quality lessons on their own. The scheme is designed so that we can pursue this goal at each Assistant's own pace and with support every step of the way.

Graduate Assistants are an integral part in the life of the Boarding House. The boarding house offers a home to our boarding students and we ask that the Assistants support the Head of Boarding in making the house as warm, welcoming and homely as possible. Assistants will support the day to day running of the house, including mealtimes, evening duties and 5 weekends a term offering trips and activities for the students. Working in the Boarding House is a privilege and the boarders greatly appreciate the time that Assistants give to running activities for them.

A central part of the Graduate Assistant role is the contribution they make to the co-curricular life at the school, they will be encouraged to share their passions and interests, passing them on to the pupils through clubs at lunchtime or after school. The year of a Graduate Assistant will be challenging and at times remarkably busy, but it will also be hugely exciting and rewarding. Freeman's is a spectacular school and a special community; the commitment put in will always be reciprocated by the pupils, which makes the job so fulfilling.

The Graduate Assistant Programme is overseen by the Head of Boarding who provides the role of a school mentor, offering pedagogical and pastoral training, alongside opportunities to self-reflect through fortnightly teaching and learning meetings with other Graduate Assistants. Each Assistant also receives a department mentor in their subject who provides expertise, support and subject specific training that gives the Assistants a head start as they decide whether to undertake their Initial Teacher Training. There is the opportunity to apply to undertake fully funded Initial Teacher Training at Freeman's after the first year as a Graduate Assistant.

Graduate Assistants will be expected to be flexible members of the school community, willing to get involved in every aspect of school life from helping on the sports field, to accompanying trips and visits with all age groups and contributing to the co-curricular programme. They will also be expected to be actively involved in the boarding life of the School, assisting with duties in our purpose-built mixed boarding house, playing a key role with the pastoral care of boarders.

## Programme Objectives

- To provide Graduate Assistants with opportunities to experience all aspects of school life;
- To put in place well trained, experienced and able colleagues to act as subject specific and pastoral mentors;
- To provide training, guidance and support by the Head of Boarding aimed at supporting the Graduate Assistant in securing a place on a teacher training programme;
- To support, guide and develop staff practice which will lead them to taking timetabled lessons as requested, working with small groups as directed and taking occasional responsibility for a class;
- To support their pastoral care training so they can assist with the pastoral care of boarders, organising and supervising activities.

## Training received

- A fortnightly reflective team meeting;
- A tailored timetable bespoke to your experience and needs;
- Behaviour management;
- Lesson planning;
- Self-evaluation, reflection and observing others;
- Differentiation;
- Pupil data tracking;
- Teaching standards;
- Assessment - formative and summative;
- Trips and visits;
- SEND and EAL;
- Safeguarding.

## Requirements to join

- A UK Honours degree with 2:2 or above or equivalent;
- GCSE Maths and English with Grade C/level 4 or above (for Primary trainees they must also have Science at Grade C/4 or above);
- Any overseas qualifications must be certified by NARIC to confirm equivalency to the above;
- To have found a week's work experience in a school.

## Benefits

- The perfect start to decide if the teaching profession is for you;
- One-year programme;
- Gain experience of the academic, boarding and co-curricular roles in a school;
- A room in shared accommodation is offered to Graduate Assistants;
- Invitation to apply to undertake fully funded Initial Teacher Training in year Two as a Graduate Teacher.

## The Appointment

The interview process includes delivery of a lesson. We are a school where everyone is expected to develop their skills and we spend a lot of time and energy reflecting and improving. Below are our 6 classroom principles for excellent learning and teaching and we will look for these principles in that lesson.

The School's Vision and Values are fundamental to all that we do and can be viewed on the School website [www.freemens.org](http://www.freemens.org). Our six principles in teaching are:



Single accommodation within a shared house will be provided together with all meals taken with students during term time. Competitive total remuneration package offered including salary of £17,000 and membership of the Teachers' Pension Scheme. This salary recognises that the Graduate Assistants will enjoy free accommodation and living expenses which includes payment of all utility bills and council tax. Graduates located locally who do not wish to take advantage of the accommodation available will be offered a salary of £25,000pa inclusive.

# The Bothy



Graduate Assistants are provided with single accommodation in The Bothy which is a 5-10 minute walk from the School.

## How to Apply

Applicants are asked to submit their letter of application together with a completed application form addressed to the Headmaster. Applications should be sent to [CLFS-Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk) to arrive no later than **9am on 20<sup>th</sup> March 2026**. **Early applications are encouraged and suitable candidates will be invited to interview on receipt of application.**

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).

Interviews will be held at the School. Remote interviews could be available if required although in-person interviews are preferable. Shortlisted applicants will be invited to the School and will have the opportunity to meet members of the Senior Leadership Team and other staff. Applicants will be expected to complete a task as part of the interview process.