



APPOINTMENT OF:

GRADUATE ASSISTANT

January 2024

Full-time

Completed applications should be returned to recruitment.academic@johnlyon.org



ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has moved from being a senior school to an all through 3-18 school, following an amalgamation with Quainton Hall in 2021.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance.

ISI Inspection Report, January 2020



With the opportunity to explore this broad curriculum and gain a solid grounding in all the major academic subjects, pupils work alongside dedicated teachers to develop learning skills, creativity and the ability to fully apply themselves in all areas of life. They perform well from the point they join and go on to achieve excellent results in public examinations at GCSE and A-Level. Most students are rewarded for their hard work by gaining places at leading UK universities, before progressing into the workplace in a huge and varied range of valued professions.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 28-acre mixed sporting facility a short walk away at Sudbury Fields and is part of John Lyon's Foundation which includes the Harrow Family of Schools. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation.

ISI Inspection Report, January 2020 ”



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.





“ Pupils have outstanding levels of competency in information and communication technology (ICT) and its application to other areas of learning. ”

ISI Inspection Report, January 2020

TRAINING AVAILABLE

There will be opportunities to participate in the School's programme of training for its Staff. This includes the following areas:

- communication with parents;
- behaviour management and discipline;
- assessment and feedback;
- attitudes to learning and mindset;
- special educational needs and disabilities;
- the use of technology in teaching and learning;

For the benefit of the pupils and for the professional development of all staff the School provides regular formal training in a variety of relevant and transferable skills. Specifically, but not exhaustively, training is offered every year in the following areas:

- the most recent set of Microsoft Office software products, with a particular focus on applications relevant for presentations and the analysis of data;
- presentation skills, both in writing and in person;
- collaborative working and the dynamics of groups;
- communications and marketing;
- health and safety;
- child protection and safeguarding.

“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects.

ISI Inspection Report, January 2020



“ Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.

ISI Inspection Report, January 2020

RESPONSIBILITIES

The nature of the role is dependent on the skills offered by the graduate but will include some of the following:

MAIN RESPONSIBILITIES

- This role is a Whole School role, covering both our Senior and Prep Schools;
- Supporting at least one of the Music, Art, Sport, Drama, STEAM, CCF, Duke of Edinburgh or Library departments, depending on the Graduate Assistant's interests and skills;
- Working with teachers in the classroom to support individual students;
- Working independently with small groups of pupils;
- Preparing equipment and resources for lessons and extra-curricular activities;
- Undertaking specific projects in the graduate's areas of specialism;
- Support the Co-Curricular Lead with preparation and administration;
- Supporting educational visits, weekend activities and expeditions;
- Attending and assisting with Admissions and whole school events;
- Making a significant contribution outside the timetable to the School's Co-Curricular and Extra-Curricular Programmes;
- Invigilating examinations as required;
- Reporting to their Head of Department in assisting other teachers with temporary cover, school visits, sports fixtures, exams invigilation and other assistance to the School as required.

Note: those applicants wishing to do some formal teaching of classes can discuss this option at interview.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020

PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their application, qualifications and experience best demonstrates proven skills and abilities in the following areas:

| | ESSENTIAL | DESIRABLE |
|--------------------------------------------------------------------|-----------|-----------|
| EDUCATION | | |
| Educated to degree standard or equivalent | X | |
| SKILLS & EXPERIENCE | | |
| Strong interpersonal and communication skills | X | |
| Able to both work independently and as part of a team | X | |
| Effective communicator with good interpersonal skills | X | |
| Able to explain clearly and have good presentation skills | X | |
| High degree of IT literacy | X | |
| Good listening skills and respect for all pupils | X | |
| Willing to be involved in the wider activities of the School | X | |
| Flexibility and a 'can do' attitude | X | |
| Able to accept collegiate responsibilities and act accordingly | X | |
| To act as a positive role model to young people | X | |
| Sets a high standard in personal behaviour, manners and appearance | X | |
| Possesses a positive attitude to change and development | X | |
| Has a balanced sense of perspective | | X |
| Able to understand examination conditions | X | |
| Technical skills in digital and audio-visual technology | | X |
| Formal qualification in areas of specialism | | X |

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SCHOOL BENEFITS



Membership of the competitive Harrow Coporation DC Pension Scheme - details on page 10



Competitive salary, above that of the maintained sector



Surface Book for every member of teaching staff



Use of the School's Sports Centre (including swimming pool)



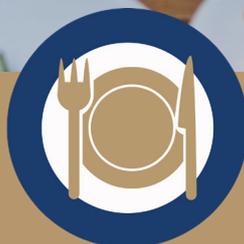
Commitment to professional development



Discount membership to Harrow School's Golf Club



Fees remission for children of staff



Complimentary lunch during term-time



Cycle to Work Scheme

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual

For more information on the scheme, please email recruitment.support@johnlyon.org



QUINTON HALL
JOHN LYON'S PREP SCHOOL



Middle Road, Harrow-on-the-Hill, HA2 0HN

020 8515 9474

recruitment.academic@johnlyon.org

www.johnlyon.org

[Twitter](#) [Instagram](#) [Facebook](#) [LinkedIn](#) @johnlyonharrow