

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title **Graduate Teaching Assistant - Biology**

Hours of work: Up to 21.75 hours a week (negotiable). Term time only (0.52 FTE).

Salary Scale: SFOA Support Staff Salary Scale point 6-7 £25,558 – £25,951 per annum
(pro rata amount £13,332 - £13,537)

Reports to: Curriculum Leader for Biology

Job Purpose: To accelerate the progress of students in Biology A level by providing expert, subject specialist support for small groups of students and individuals under the guidance of the Biology department. This role would be suitable for someone who is passionate about their subject, has A level and undergraduate subject knowledge and is considering a career in education.

Responsibilities:

- To improve the subject knowledge of a specific cohort of identified students in Biology
- To work with students to develop their approach to exams and assessment in Biology
- To manage and develop the resources for these sessions with students.
- To record the attendance at these sessions.
- To take direction from the Curriculum Leader for Biology as to the content and delivery of these sessions.
- To collaborate with other staff about the progress of the students.

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc...
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

<i>Reviewed by:</i>	OG	<i>Date of last review:</i>	Oct 26
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