

STEAM GRADUATE ASSISTANT

JOB DESCRIPTION

Reports to: Head of STEAM

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 and also moved from being a senior school to an all through 3 -18 school with nursery, thanks to a 2020 coming together with Quainton Hall School in central Harrow.

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.

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 Quainton Hall school site, and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. 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.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

DEPARTMENT

STEAM is a growing and popular subject at John Lyon. We are lucky to have a brand-new STEAM Makerspace and STEAM Laboratory, enabling us to deliver high-quality STEAM courses. In September 2022 we will be opening a brand-new Design & Technology laboratory. We have designed a bespoke STEAM curriculum that focuses on developing students' ability to solve real-life problems with creativity and innovation. As part of the STEAM curriculum, students learn skills such as soldering, 3D modelling, 3D printing, laser cutting and Robotics. The STEAM Department provides a lot of popular extra-curricular clubs such as Robotics and laser cutting, and pupils are supported with entries into national competitions.

STEAM has been offered to all KS3 pupils for the last five years. We will offer Design and Technology as a GCSE from September 2022 which is a significant and exciting step for the School. The development and growth of STEAM is a key area of development for John Lyon.

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.

RESPONSIBILITIES

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

- Supporting the STEAM Department and at least one of the Music, Art, Sport, Drama, CCF or Duke of Edinburgh 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;
- Support the department and pupils in the use of technical equipment such as 3D printers, laser cutter and robotics (training will be provided);
- Looking after and maintaining STEAM lab equipment;
- 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.

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.

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	
Ability to multi-task and be highly organised	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
Technical skills with typical school design & technology equipment and software		X

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.