JOB DESCRIPTION

Job Title:	General Graduate Assistant (residential)	**Department:**	Boarding (+ another department – not specified)
Hours of Work:	20 hours per week for duty hours and 20 hours per week supporting boarding admin (40 hours per week total). **Fixed term – August 2024 to early July 2025.**		
Responsible To:	Head of Boarding	**Responsible For:**	N/A

Summary of Role:
We are seeking to appoint a full time Graduate Assistant to live and work in this busy boarding school and to develop and share their subject expertise (where possible) as well as to contribute to the pastoral life of the school. This is, in the first instance, a one-year appointment and one which involves close working with a range of staff and pupils within the senior school.

Department (plus Boarding):

Weekdays – during school hours
20 hours per week involve a combination of time with a particular department around school (eg. Finance / Marketing / School Office etc.), within the Boarding team with boarding admin, and wider school responsibilities – the Head of Boarding will organise and discuss duties and responsibilities. These include, but are not limited to:

- Supporting in the Department with admin and subject specific tasks.
- Supporting within the Boarding team and the boarders:
  - Helping with organisation and upkeep of essential boarding admin and comms from parents/guardians.
  - Weekend Activities/Extra-curricular Clubs administration.
- Accompanying Woldingham students on school trips.
- Covering academic lessons where necessary.
- Locating students for registration purposes where necessary.
- The assistant is expected to meet the Head of Department (HOD) once a week to talk about what shall be completed within the next week with classes and what administrative work needs to be done.
- Helping during the Open day.

Boarding Duty
20 boarding hours per week are spent working across our boarding houses, supporting our residential team on a rota basis. Whilst you will be allocated to a primary boarding house year group, you will (at times) be working across different age groups from Year 7 (aged 11) to 13 (aged 18).

Weekdays
Weekday boarding duties could include, but are not limited to:

- Wake up duty - this includes waking up boarders and supervising them at breakfast
- Supervising study sessions
- Providing admin support during the day to a house team
- Supper duty
- Evening duty - this includes supervision with study (homework), snack time, taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g. administration) which the Head of Year/Housemistress may request.
- Escorts - accompanying students to medical or other appointments.

- Station duty - supporting students arriving to and leaving from school via train on a duty rota.

Weekends
Weekend boarding duties could include, but are not limited to:

- Assist with Friday Fun (activity such as cupcake decorating, craft)
- Supervise study
- Covering breaks in houses
- Assist with admin tasks in the year area
- Run an activity with the girls such as watching movie or going for a walk
- Ensuring the year area is tidy
- Help supervise the year area and be a presence in the year office
- Assist with the regular evening routine, including snacks, electronics and bedtime
- Assist with trips offsite, e.g. ice-skating, shopping

Duty at the beginning and end of each term
Assistants/graduates must return to school on the evening prior to the Staff Conference Days at the start of term in order to participate in meetings and boarding house prep. Assistants/graduates are expected to attend all INSET days with the main staff body during term time.

At the end of each term, assistants/graduates are expected to assist in boarding during the morning and to remain in school until early evening in order to assist residential staff to tidy and clear Year areas.

Assistants/graduates are expected to work a full day in boarding at the start of term to welcome back boarders (day before lessons begin).

Time Off
Time off will be on a rota basis depending on the needs of the School and Boarding departments. Typically, this would be two off duty periods per week.

Terms and Conditions

Start Date: August 2024
Working hours: This is a fixed term, term time only position; however, the Graduate Assistant is also required to be available to attend INSET days and for periods prior to and at the end of terms. The hours of work during term time are varied and include weekends. The Resident Tutor will be entitled to a period off duty each week in term time in addition to school holidays.
Salary: £15,000 pa over 11 months.
Accommodation: A single room within a shared flat within the School is provided throughout the period of employment, inclusive of all bills. Because this is a girls' Senior School and all accommodation is within the girls' boarding houses, we are required to appoint a female member of staff for this role.
Notice Period: During probation the notice period is two months, following this notice is one term either side.
Pension: Auto enrolled into the School's pension scheme, which includes life assurance.
Lunch: Complimentary meals, when on duty, in the Dining Room.
Parking: There is free parking on site.
Gym and Pool: There are staff sessions for use of these facilities.
Fees: Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
• Create a happy, challenging and effective learning environment. • Use effective strategies to monitor motivation and progress / Provide feedback in relation to progress and achievement • Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge • Provide feedback to pupils in relation to progress and achievement under the guidance • Confident in using ICT for a range of purposes • Support pupils consistently whilst recognising and responding to their individual needs. • Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities led by the teacher. • Liaise with the head of department and the rest of the teachers, to support achievement and progress of pupils. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes	• An understanding of your main subject focus whether an academic subject or within an office/admin-based department. An understanding of the principles of good classroom management and/or office environment. • Promote independence and employ strategies to recognise and reward achievement. • Ability to challenge and support all pupils to do their best. •
Teamwork and Communication	
• Communicate effectively (both orally and in writing). • Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit • Ability to work independently and as part of a team • Acting as a role model and setting high expectations. • Sensitivity to the needs of others • Enthusiasm, commitment and energy. • Good organisational and interpersonal skills. • Openness and willingness to address and discuss relevant issues • Develop good personal relationships within the team. • Ability to work constructively as part of a team. Flexibility. • Establish constructive relationships with pupils and interact with them according to individual needs.	• Ability to motivate others.

Ethos and Whole School Values	
• Able to operate at the heart of the school community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care	• Willingness to contribute to whole school initiatives, and support school improvement programmes • Set challenging and demanding expectations and promote self-esteem and independence
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS.	• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.