

Job Description: **Graduate Residential Assistant**

Responsible to Head of Boarding

Hours worked

- Full time (during term time) residential role
- 2 September 2019 to 2 July 2020 (Fixed Term, may be extended following performance review)
- Salary: Competitive

Purpose The Graduate Residential Assistant (GRA) lives and works in a residential boarding House, as part of the pastoral team which is comprised of Houseparents, House Assistants and Gap Assistants. It is envisaged that they will play a full part within boarding; supervising students and taking part in trips and activities. They will also be attached to a curriculum area and will contribute to the work of that department.

Principal Responsibility Areas

KEY RESPONSIBILITIES

In House:

- To assist with boarding duties and help ensure the smooth running of the boarding houses;
- To reside overnight in the main Boarding House from 10.30pm during term time on allocated rota nights; unless a separate arrangement has been made with the Head of Boarding;
- To report any relevant or confidential student issues to either the Head of Boarding/Houseparents;
- To contribute to the pastoral care and welfare of students in the House;
- *Working hours are expected to average at around 22 hours per week in the Boarding House plus some duties approximately every third weekend, as agreed in advance with the Head of Boarding.*

In School:

When required:

- To contribute to the cover duties for absent staff;
- Provide teaching and learning support in lessons;
- Plan and deliver activities which support learning in lessons;
- Work with small groups/individuals within lessons;
- Provide intervention for groups/students in lessons and outside of lessons;
- Support with co-curricular activity;
- Support with examinations;
- *An allocation of approximately 16 hours per week*

General

- Any other duties appropriate to the post as required by the Head of Boarding or Principal

These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.

Person Specification

We are looking for a friendly proactive team player to join our dedicated staff who is committed to the social, personal and academic development of our students. Enthusiasm, patience and a sense of ‘I can’ along with a good sense of humour are all required in addition to sound organisational skills. This position is open to university graduates as specified, preferably with a full, clean and current driving licence.

Terms and Conditions

In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.

Terms and conditions of employment are set out in the Letter of Appointment/ Contract.

Signed: Date:

Signed: Principal

Frewen College is a Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.