

Frewen College Graduate Residential Assistant - Job Description

THE ROLE

The Graduate Residential Assistant (GRA) lives and works in a residential boarding House, as part of the pastoral team, which is comprised of Houseparents and House 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 as well as other areas in the school. The GRA will report to the Head of Boarding.

RESPONSIBILITIES

In House:

- To assist with boarding duties and help ensure the smooth running of the boarding houses.
- To reside overnight in the Boarding House from 9pm 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.
- To help promote student participation in a wide range of activities.

Working hours are expected to average at around 26 hours per week including some overnight and weekend duties, as agreed in advance with the Head of Boarding.

In School:

- Provide teaching and learning support in lessons, including PE.
- 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 14 hours per week to be agreed with the Head of Senior School.

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.

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.