



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL

**Residential Graduate Assistant
Job Description**

Job Title:	Residential Graduate Assistant
Salary:	Competitive salary plus accommodation and meals
Reports to:	Houseparent and either Director of Sport/Head of Prep/Head of Learning Support
Location:	Ipswich High School
Contract duration:	Fixed term – Term-time plus two weeks from 01 st September 2019 to 7 th July 2020

Key Purpose

The purpose of the Residential Graduate programme, in which roles are offered on a fixed term basis to recent graduates, is to provide opportunities for individuals to gain new skills and develop their experience, by playing a full part in school life in a varied role.

There are two key strands to the role of Residential Graduate Assistant at Ipswich High School.

The first is to be a member of one of staff supporting the school, depending upon the successful applicant's experience and interests. Examples of where you might support the school are: as a sports coach working in the PE department; acting as an assistant in the Prep School; or as an assistant in the Learning Support department. The Residential Graduate Assistant will support the team in delivering a high-quality curriculum, including preparation and maintenance of resources and materials and providing support to both staff and pupils. The successful candidate will also assist with the extensive extra-curricular programme on offer at the school.

The second element of the role is to provide support to the Houseparents in the boarding house and to act as the responsible adult in the boarding house when the Houseparents are off-duty. The Resident Graduate Assistant will help to ensure that all members of the boarding house are safe and well and will be proactive in maintaining high standards of pastoral care within the boarding environment. Whilst on duty, the Resident Graduate Assistant will be the duty member of staff for the pupils in the boarding house and will, therefore, be required to be resident in the boarding house during term-time and be contactable and available at all times whilst on duty.

Key Responsibilities:

The post holder will be expected to carry out the following:

For example - Sports Coaching/Prep/Learning Support:

- Support the relevant team in delivering high quality, time-tabled lessons across the department.
- Support the excellent enrichment programme as appropriate including, for Sports Coaches, attending team fixtures after school.
- Assist in creating and maintaining a purposeful and productive learning environment.
- Establish a good rapport with pupils.
- Motivate, inspire and challenge pupils to achieve their full potential.
- Ensure that Health and Safety requirements are met.
- Ensure timely and accurate maintenance, preparation and use of specialist equipment/resources/materials as required by staff and/or session plans.
- Assist others in the safe and effective use of specialist equipment/materials.
- Contribute to the monitoring and assessment of pupils.
- Complete the necessary quality and safety checks (Sport).
- Perform any other tasks that the Head of Dept may reasonably request.

Boarding:

- Support the Houseparents with the overall smooth running of the boarding house.
- Provide for the safety, good discipline and pastoral wellbeing of all pupils in the House.
- Provide a sympathetic presence in the House and be sensitive to those who are having difficulties coping with school life, liaising closely with other relevant staff concerning the progress and welfare of pupils.
- Implement supervision to ensure the safety and security (including emotional needs) of all pupils at all times when they are in the school's charge (including meal times, prep time, weekends and on trips).
- Help to develop an ethos whereby there is a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- Encourage the pupils to make use of the full and varied programme of extra-curricular activities available and pupils are appropriately occupied, especially at weekends.
- Be familiar with the Boarding handbooks, the school's policies and procedures for safeguarding, anti-bullying measures, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
- Provide support at the end of the holidays (especially if the House has been used for holiday lettings), to help Houseparents to prepare bedrooms, and carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable.
- Perform any other tasks that the Head of Boarding or Houseparents may reasonably request.

Ipswich High School is committed to safeguarding and promoting the welfare of children and young people. Child protection screening will apply to this post.

All staff are expected to undertake the following:

Training and Development:

- Set personal targets and take responsibility for continuous professional development.
- Take part in training as directed by the school, including but not exclusively, first-aid training, shared vision and internal training in behaviour management.
- Maintain up to date knowledge of emerging developments within sports and boarding.
- Attend any training required by the school.
- Play an active part in the School's annual appraisal/performance development process.
- Read, understand and be competent in the School's Safeguarding Policies and Procedures.

Administration:

ICT

Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure working practices comply with the regulations.

Health and Safety

Under Health & Safety legislation, all staff have a responsibility to themselves and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to their line manager and in accordance with School policy.
- Cooperating with others on health and safety, and not interfering with, or misusing, anything provided for health, safety and welfare.
- Following any training received when using any work item provided.

General:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Adhere to school policies, as amended from time to time, and as set out in School policies.
- Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities.
- In accordance with School policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school, which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out lunchtime duties – supervising pupils at lunch, as reasonable.
- Attend all relevant parents' meetings, which may take place in the evening.

- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.

JF Nov 2018