



IPSWICH  
HIGH  
SCHOOL

WOOLVERSTONE HALL  
ESTD 1878

### **Residential Graduate Assistant Job Description**

<b>Job Title:</b>	Residential Graduate Assistant
<b>Salary:</b>	Competitive salary plus accommodation and meals
<b>Reports to:</b>	Houseparent
<b>Location:</b>	Ipswich High School
<b>Contract duration:</b>	Fixed term – Term-time plus two weeks from 1 <sup>st</sup> September 2024

#### **Key Purpose**

The purpose of the Residential Graduate 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. Many use it as a springboard to apply for teacher training.

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, or covering lessons. 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 and tutor team in the boarding house. 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. Our RGA will work either a Saturday or Sunday each week to support

activities and trips designed to enrich our boarders experience of British culture. There will be at least one protected day off each week.

### **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 and tutor team 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.

**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.

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

## PERSON SPECIFICATION – Residential Graduate Assistant

### Skills and Knowledge

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
Good communication skills, both verbal and written	Essential
Have an understanding of child protection (safeguarding) requirements	Essential
First aid knowledge	Desirable

### Qualifications/Attainment

Good/strong level degree	Desirable
GCSE in English Language and Mathematics	Essential
Full, clean driving licence	Desirable

### Experience

Experience of working in a school environment	Desirable

### Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Essential
Flexible over working hours according to the needs of the school	Essential

### Other requirements:

Have empathy and understanding of a boarding environment and the ethos of our school	Essential
Be a good role model	Essential
Successful candidate requires enhanced DBS clearance	Essential

TC Jan 2024