Graduate Boarding Assistant
Job Description

Job Title
Graduate Boarding Assistant
Salary
£18,500 per annum
Responsible to
Head of Boarding and Houseparents
Hours
Full-time 35 hours per week Term time plus one week (36 working weeks) Fixed Term until August 2028

Job Purpose
The post holder is part of the residential support team for our boarders. They will support House Staff with the welfare and pastoral care of male and female boarders resident in the house, as well as providing daily enrichment activities for boarders.

Main responsibilities and duties
• Provide appropriate pastoral support for those in their care and ensure appropriate care is provided to meet the needs of the individual. • Help to organise the basic routine of the house with assistance from other staff and prefects. • Actively support the social development of the boarders resident in the house. • Help to co-ordinate and implement boarders' activities with other staff. • Leading daily enrichment activities for boarders. • Support daily routines of the boarders resident in the house. • Supervise the distribution of supper on duty days. • Liaise with House Parents on all matters relating to boarders in the house on duty days ensuring that Senior House Staff are kept up to date on pupil behaviour. • Attend termly full boarding staff meetings and on occasions may be required to attend other meetings of the boarding community
Additional Duties
• There is a requirement to be resident during term time (Accommodation to be vacated during the holiday periods).

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people

Key Contacts and Relationships

Liaises with students, parents, guardians, boarding staff, relevant teaching and support staff, and medical staff.

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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Person Specification

Category	Essential	Desirable
Qualifications	• GCSE Grade C or equivalent in English and Maths • Degree education from university. • Willingness to participate in staff training/development programme for further training and professional development	• First Aid qualification (training provided) • Junior Lifeguard (training provided)
Knowledge, skills and experience	• Working with children and young people in a similar environment • Good knowledge of safeguarding requirements • Ability to work and communicate with young people • Ability to work in a way that promotes the safety and wellbeing of children and young people • Ability to motivate individuals to work effectively • Highly developed interpersonal skills including influencing skills • Ability to prioritise and manage a range of tasks simultaneously • Ability to manage time effectively and efficiently including the ability to work under pressure and meet deadlines • ICT literate • Ability to act as a role model for pupils.	• Strong and diverse ICT skills
Interpersonal and communication skills	• Friendly, positive disposition • Self-motivated, able to exercise initiative • Able to support others, working as part of a team	
Additional requirements	• Able to display an awareness, understanding and commitment to	

	the protection and safeguarding of children. • Commitment to maintaining confidentiality, discretions and tact at all times. • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references	