

**GORDONSTOUN**

Broader experiences, broader minds

ABERLOUR HOUSE

The Junior School at Gordonstoun

**Junior School Assistant (Male)**

**Introduction**

Gordonstoun Junior School is located in the splendid campus of Gordonstoun, in the North of Scotland. The Junior School has a roll of approximately 110 pupils, up to 61 of which are boarders. It is a Co-educational school, with an almost even number of boys and girls. The children are from many parts of the world as well as from local villages and towns. The School has a wide and varied timetable and enjoys the use of the superb modern facilities, taking part in concerts and other, sport, outdoor learning and other activities.

**The Postholder**

The Junior School Assistant would play a key role in the care and welfare of the boarders and day pupils at Aberlour House. He is likely to have some experience of working with children and be able to organise activities for them, using their initiative. The post holder would show a high level of care for the children, be able to relate to them and uphold high expectations of the school’s values, behavior and attitude. The position would particularly suit someone applying for a teaching degree or PGDE course and who is looking for experience. Applicants need to be over the age of 21.

The Junior School Assistant will be required to register with the Scottish Social Services Council (SSSC) and meet all conditions connected with this.

## DUTIES and RESPONSIBILITIES

1. To assist the teaching staff in the smooth running of the House and the Curriculum as directed by the Head of the Junior School, including sporting fixtures and the teaching of sport.
2. To monitor the welfare of the children and promote healthy living, bringing to the attention of pastoral staff any matters of the pupils’ welfare which may cause concern.
3. To carry out pastoral duties according to the duty rota and cover absences for staff if necessary. Some days may require waking the children up at 0700, taking the children to breakfast, going to meals with the children and putting them to bed in the evenings. This is in addition to supporting the academic and activity programme during the day.
4. To report any concerns about the welfare pupils to the Head of Boarding, Head of the Junior School or the Child Protection Officer as appropriate.
5. To be responsible for the planning and organising of educational and sporting activities for groups of pupils, such as sporting fixtures, chess tournaments, drama rehearsals, project activities etc.
6. To attend and help organise major functions and school events.
7. To assist matron/s with the organisation of the dorms and clothes and setting out piece.
8. To carry out break duties and other supervision duties when required according to the duty rota.
9. To assist in the classroom as required and gain experience of classroom teaching.
10. To be responsible for pupils at weekends, the activities they are doing and ensure that they are supervised and are occupied productively. There would be a requirement to work at weekends.
11. It is a requirement of the post to live in one of the school flats located in Aberlour House.
12. To promote and share good practice of IT skills amongst staff and children.
13. To take on responsibility for various children’s competitions and evening activities.
14. To support the marketing of the school such as providing reports for the website, producing the Unicorn (School’s weekly newsletter) and managing the school photograph files.

**Person Specification**

**Post: Junior School Assistant, Aberlour House**

| **ATTRIBUTES** | **ESSENTIAL** The minimum acceptable levels for safe and effective job performance | **DESIRABLE** The attributes of the ideal  candidate | **ASSESSMENT**  **METHOD** |
| --- | --- | --- | --- |
| 1. Experience | Have proven record of working with children aged 6 -13 | Experience of working with children in a residential environment. | Application form |
| 1. Education & qualifications | Meets requirements of registration with the SSSC | English and maths minimum GCSE/Standard Grade.  Degree | Application form  Certificates at  interview |
| 1. Skills/abilities (general) | Time management skills  Organisational skills  Work under pressure  Produce accurate work.  Willingness to work long hours in term time  Able to use initiative | Calmness | Interview  References |
| 1. Skills/abilities specific to post | Experience of Excel, Word, e-mail; and be proficient with IT.  Ability to communicate with and relate to young children.  Ability to take charge of youngsters and organise activities for them.  Promote an enthusiasm for the outdoors and healthy living. | Ability to coach games such as rugby, hockey, cricket, rounders, athletics, skiing.  First Aid Certificate  Ability to coach drama.  Knowledge of computing.  Experience of Outdoor Adventurous Activities | Interview  References |
| 1. Inter-personal & social skills | Experience of and ability to communicate clearly at all levels, e.g. pupils, staff, parents, visitors.  Sense of Humour  Promote a positive working environment  Ability to work in a close team, supporting other members of the team | Maturity | Interview  References |
| 1. Health & physical attributes | Smart appearance  Car driver  Physically fit. | Minibus (D1) licence | Interview |
| 1. Disclosure | Enhanced PVG check |  | Interview |

RMcV Updated 12 Jan 2018