****

BOARDING

GRADUATE ASSISTANT

2018-2019

**Waterloo Road, Cranbrook, Kent TN17 3JD**

**Telephone 01580 711800**

**Fax 01580 713972**

**E-mail:** **baylissa@cranbrook.kent.sch.uk**

[**www.cranbrookschool.co.uk**](http://www.cranbrookschool.co.uk)

**Graduate Assistant post 2018-2019**

**Overview**

The School is looking to appoint an enthusiastic motivated female graduate to join our boarding team. The position would suit applicants considering a career in education; however applications from other fields are welcome. The post is residential and fixed from September 2018 to July 2019.

The post will support one of our female boarding houses (Years 9-13), Blubery or Scott. The Graduate Assistant (GA) will work with a team of boarding staff including the Housemaster/mistress and the Director of Boarding.

**Reports to**

Housemaster/mistress and accountable to Director of Boarding and Bursar.

**Job Purpose**

* Graduates would be used mainly in one of three areas: Sport, Academic or Medical. Please let us know in which area you would like to specialise in.
* To be resident within one of the boarding house or school properties during term time, and to be responsible to the Housemaster/mistress for the general welfare and personal development of all the boarders in the House in accordance with the policies of the School.
* To build a strong relationship with each student in the House.
* To work closely with the Housemaster/mistress, Duty and Tutor team in ensuring continuity of care for the students in the House and the proper running of the House.
* To be a member of the team in the House and to make a positive contribution in all areas concerning the welfare of the boarders including morning routine.
* To support and attend all House functions.
* To carry out a full standard duty load according to the House rota, this will include 2 week nights, one weekend (Saturday & Sunday) every three weeks and one weekend activity every term.
* To do allotted supervision of the gym or help in prep support (1 night a week).
* To support the schools co-curricular programme this includes; weekend activities for boarding, supervise the school pool, school games afternoons and fixtures, CCf/DofE etc.
* To be onsite overnight and provide emergency cover when required including in the medical centre (at the standard tutor rate).
* To help staff house and boarding functions and trips, including weekend activities
* To help with certain aspects of the wider school in line with their own strengths to be discussed at interview.

**MAIN DUTIES AND RESPONSIBILITIES**

**To the boarders:**

* To work with the House team to maintain a healthy routine of life for each boarder and in ensuring the provision of a fair, comfortable living environment.
* To be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds, and to be aware of the changing needs of students as they develop.
* To liaise with the Housemaster/mistress concerning the general health and lifestyle of the boarders, and respond calmly in the case of individual illness or distress if required.
* To deal with disciplinary problems in a firm but caring manner
* To support the Housemaster/mistress in ensuring that the House is not left unattended and that boarders are always adequately supervised at all times outside the teaching day.
* To be prepared to work at any reasonable time to help care for the boarders in times of emergency
* To support the Housemaster/mistress in ensuring all fire regulations are rigorously met
* To assist the Housemaster/mistress, when required, in ensuring that the presence of boarders is checked individually and personally at the times required.
* To report anyone missing immediately to the Housemaster/mistress or Director of Boarding, and in their absence, the parents, Headmaster and police.
* To provide practical support to the Housemaster/mistress in ensuring that uniform is in a good state of repair and correctly worn
* To assist with the running of House activities and to participate in the programme as required.

 **To the Parents:**

* To work with the House team to welcome parents to the house at all times as necessary, especially at the start and end of term.

**To the Housemaster/mistress:**

* To attend House staff meetings as organised by the Housemaster/mistress at which minutes are taken and circulated to the Director of Boarding as well as members of the House team.
* To support the Housemaster/mistress, and to advise them of any matter of importance to the welfare of individual boarders or to the whole House.
* To support the Housemaster/mistress in ensuring that the House is kept as a safe, secure and homely place for our students to live.
* To report any concerns to the Housemaster/mistress.
* To provide an active presence within the House and report any concerns to the Housemaster/mistress.

**To the School**:

* To maintain regular contact with the Housemaster/mistress and other relevant colleagues on all matters concerning the welfare of individual boarders and the House in general.
* To participate positively in the preparation and implementation of the House Development Plan.
* To work with colleagues in maintaining high standards of behaviour by pupils in the House and in all areas of School life.
* To maintain high personal standards of prompt arrival for House responsibilities and events, and appropriate professional appearance and conduct.
* To complete all appropriate supervisory duties
* To seek the Director of Boarding’s authorisation for any absence from School, after first consulting the Housemaster/mistress, and to give notice as early as possible in the case of unavoidable absence through sickness.
* To attend all relevant staff meetings and INSET days, and any relevant external courses.
* To help the House maintain accurate records of all personal information relevant to the care of individual pupils.
* To do any other duties as reasonable, requested by the Housemaster/mistress and/or the Director of Boarding
* To undertake other reasonable tasks relevant to the needs of the School as the need arises
* To support the co-curricular programme after school and on weekends including games afternoons and weekend fixtures.

**Remuneration**

An allowance of £12k per annum board and lodgings including all utility bills excluding personal telephone calls and internet. The accommodation comprises of a one bedroom flat, with separate bathroom and kitchen within the boarding house or school grounds to be agreed as part of the final contract. All meals can be taken in the school dining room.

**Additional opportunities**

Should you wish to gain experience in any other areas or subjects then opportunities for you to volunteer will be made available during the School day by negotiation with the Director of Boarding.

**Application process**

Please complete the attached application form.

Closing date for applications is noon on Friday 18th May 2018, and those selected for interview will be informed shortly after that date.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an enhanced DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities. *(A copy of our recruitment policy is available on request)*

**If you wish your application to be acknowledged, please enclose a stamped addressed envelope for this purpose.**

**THE APPLICATION AND APPOINTMENT ARRANGEMENTS**

We look forward to receiving your application completed as fully as possible and returned to Mrs Amanda Bayliss, PA to Director of Boarding, by e-mail or post:

Barham House

Cranbrook School

Cranbrook

Kent TN17 3JD

baylissA***@cranbrook.kent.sch.uk***

**Cranbrook School Overview**

Cranbrook School is a mixed state grammar school academy with nearly 800 pupils aged 11-18 years, including 261 boarders. For its first 400 years the school was known as Queen Elizabeth's Grammar School with strong roots in the small town of Cranbrook. Day pupils come from within 10 kilometres (6.2 miles) of the school, following a test to judge their suitability for an academic education. Boy and girl boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. It provides a challenging curriculum for the academic high flyers whilst at the same time catering to the requirements of those of more relatively modest abilities. The value added scores that are achieved each year bear testimony to the success of the provision.

Most pupils join at the age of eleven or thirteen and take ten or eleven subjects for GCSE, however, next year our intake will include 30 students into year 7. Most students qualify for the Sixth Form, supplemented by a healthy intake of new students into Year 12 from other schools. All Year 12 students follow a course of A levels. Last year the GCSE pass rate was 97%, with the A\*/A pass rate at 56%. At A Level the pass rate was 99%, with 40% A\*/A grades and 10 successful Oxbridge applications.

For a state school the facilities are very impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen’s Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a magnificent library, Lecture Theatre, Sports Hall, recently-extended Dance Studio, Gymnasium, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for the boys' and girls' games - hockey, rugby, cricket, netball, tennis and athletics - with an astro-turf pitch. The school also possesses purpose-built Performing Arts Centre and Sixth Form Centre. The school boasts an Observatory and Science Centre, named after Dr Piers Sellers OBE, a former student and NASA astronaut.

As a school, Cranbrook is very keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including community service and the voluntary CCF (combined cadet force), as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and in recent years groups have travelled to Australia, New Zealand, Bali, Poland, Morocco, Italy, Crete, Honduras, Tanzania, The Battlefields of Flanders, Southern India and the USA. These have been for sports tours, choir tours, cultural exchanges, adventurous activities, scientific research and to work on projects. Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take academic work very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school and applicants are invited to indicate areas where they would be able to make a contribution.

An interesting blend of the maintained and independent traditions, Cranbrook is a place with deep roots in the past but with its eyes clearly focused on the future. Each year our Academy Improvement Plan focuses on ways to improve as a school. A series of groups, led by different members of staff, investigate and report back on specific areas of interest, such as how to move lessons from good to outstanding. Our Ofsted grading is ‘Outstanding’ for both as a school and for our boarding provision.

The Governors take a genuine interest in the School, attend many of its functions, are involved in the regular reviews of departments, boarding and the houses and they work closely with the core Leadership Group.

Boarding is central to the experience of life at Cranbrook. A dedicated pastoral team and small staff student ratios make boarding a rich experience for staff and students. A programme of activities is provided for the boarders in the evenings and for those remaining on site at weekends. Each of the six houses has its own ethos and identity and a marked sense of house pride. The Heads of Boarding meet every week under the chairmanship of the Director of Boarding. The group reviews the national boarding standards on a regular basis to ensure that we are meeting them all. As a School we are members the BSA and are committed to the Commitment to Care Charter. The facilities and general comfort of the houses are excellent and the School’s own catering service provides high quality food. We have a long tradition of providing enjoyable outings on Sundays for which a number of staff give up their time. The boarding life of the School enriches everyone’s experience and makes this a most interesting and congenial place to work.

The town lies in the Weald of Kent, about fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst. General information about the school can also be found on its website at www.cranbrookschool.co.uk.