



Stoke College

## **Graduate Boarding Assistant (GBA)**

### **Job Description**

Stoke College is looking to appoint an enthusiastic motivated graduate to join our boarding team. The position would suit applicants considering a career in education, however applications from candidates with other fields of interest are welcome. The post is residential and fixed term from September 2018 to July 2019.

The post will support our boys' boarding house (Years 6-13) and the Graduate Boarding Assistant (GBA) will work with a team of boarding staff including the House Parent and the Head of Boarding.

### **General**

Stoke College is a small, independent day and boarding school for children aged 4-18. Situated in 25 acres of historic parkland in a rural setting, the school is an idyllic environment, which offers our pupils a wonderful start in life. We provide an exceptional learning environment where emphasis is placed on outstanding teaching and the individual progress of all children. The College is a happy, welcoming and inclusive school. Our nurturing approach places the utmost importance on each child achieving their full potential.

As representatives of the College, all staff are required to demonstrate our core values in everything they do and to strive at all times to reflect our commitment to courtesy, efficiency and continuous improvement.

We have the complete range of pupil abilities at Stoke, and a strong reputation for supporting those with specific learning difficulties. Children who receive dedicated learning support are fully integrated into the mainstream, day-to-day life of the school.

### **Boarding at Stoke College**

Stoke College has two boarding houses, one for girls and the other for boys. Pupils of similar age are accommodated together in separate sections of each house under the supervision and care of resident boarding staff. The boarding areas are comfortable and are geared to provide a homely atmosphere for all.

**Reports to:** House Parent and accountable to Head of Boarding and Bursar.

### **Job Purpose**

- To be resident within the boarding house during term time, and to be responsible to the House Parent 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 House Parent, and Duty 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 a combination of morning, after school, evening and weekend duties with two nights and one full day free during term time.
- To support the school's co-curricular programme, which includes weekend activities for boarding, etc.
- To be onsite overnight and provide emergency cover when required
- 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, 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 House Parent 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 House Parent 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 House Parent in ensuring all fire regulations are rigorously met.

- To assist the House Parent, 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 House Parent or Head of Boarding, and in their absence to the Head/Senior duty staff member.
- To provide practical support to the House Parent 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 and maintain good communications with them.

#### **To Boarding team:**

- To attend boarding staff meetings as organised by the Head of Boarding at which minutes are taken and circulated to the Bursar and the Head as well as members of the boarding team.
- To support the House Parent, and to advise them of any matter of importance to the welfare of individual boarders or to the whole House.
- To support the House Parent 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 House Parent.
- To provide an active presence within the House and report any concerns to the House Parent.

#### **To the School:**

- To maintain regular contact with the House Parent 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 Head of Boarding's authorisation for any absence from School, after first consulting the House Parent, 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 House Parent and/or the Head 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 fixtures.

### **Remuneration**

£10,000 per annum, board and lodgings including all utility bills and internet excluding personal telephone calls. The accommodation comprises a single one bedroom flat, with separate bathroom and kitchen within the boarding house. All meals can be taken in the school dining room.

### **Further 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 Head of Boarding.

**Frank Thompson, May 2018**