

## **JOB SPECIFICATION**

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer their services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position</b>	Graduate Assistant
<b>Classification</b>	Pastoral (Boarding) and Academic
<b>Reporting to</b>	Assistant Vice Principal (Head of Boarding)
<b>Duties &amp; Responsibilities</b>	<p><b>Overview:</b></p> <p>The Graduate Assistant role is an integral part of the School underpinning and supporting all three pillars of a high quality NLCS education. The Graduate Assistant supports the academic aspect of school with their role in faculty or other departments and also strongly supports the pastoral aspect through their responsibilities within boarding homes and during breakout time. In addition, the Graduate Assistants also contribute to the 'Beyond the Curriculum' aspect of the School through helping to run CCA, Bryant, and House Competition events and activities.</p> <p>It is important to note that all on-site boarding staff, including Graduate Assistants, need to be flexible around working hours. A willingness to help out and an ability to show initiative are essential qualities. The list of responsibilities below is not exhaustive.</p> <p><b>Main areas of responsibility</b></p> <ol style="list-style-type: none"><li>1. To work within faculty departments supporting in lessons and performing others tasks as directed by the Head of Department. There may also be opportunities to work with other non-faculty departments such as Marketing &amp; Admissions.</li><li>2. To assist the Boarding Master/Mistress and other boarding staff in the supervision, organisation and management of resources of their assigned Boarding Home.</li><li>3. To provide pastoral care and academic support to students and to complete evening duties in their Boarding Home, including weekend duties, in line with the expected hours and duty rota.</li><li>4. To have a genuine interest in the boarding students in their care and develop positive relationships with them in order to best support their individual needs. Work with the boarding staff in order to ensure the Boarding Home is a community where boarders can thrive, are happy, feel safe and respect one another. Also working with the team to ensure the Home is well decorated and has a homely feel, along with a sense of identity that becomes central to the lives of the students who live there.</li><li>5. To help with organising activities and staffing Boarding Home activities and trips. For example, running activities for the students on weekends, updating the Boarding Home social media, coming up with ideas to decorate the home, and pastoral care of students in the home.</li></ol>

	<ol style="list-style-type: none"> <li>6. To staff key areas in the School, during weekday and weekend boarding breakout sessions, such as in the Sports Centre, Art, Drama and Music. This may well involve coaching or running workshops. There will be a wide range of activities and learning experiences on offer and you will be required to organise, or assist with running, activities.</li> <li>7. To assist with the CCA and Bryant programme as directed.</li> <li>8. To help organise and take part in the running of the Junior/Senior House Competitions every week.</li> <li>9. To be in residence at all times during the School term and at other directed times, such as the start of the academic year and the start of a term / half term, to welcome students back to school (except scheduled weekends off, granted leave, etc.).</li> <li>10. Be present, and support, at key events such as New Student Induction, Boarding Home open events and when students leave and return to school.</li> <li>11. Any other tasks as deemed appropriate by the AVP (Head of Boarding).</li> </ol> <p><b>Safeguarding</b></p> <ol style="list-style-type: none"> <li>12. Place the child at the centre of all you do</li> <li>13. Recognise possible signs and indicators of abuse and neglect</li> <li>14. Respond and communicate effectively and appropriately with children</li> <li>15. Know how to receive a disclosure from a child; listen, believe, support and report</li> <li>16. Understand the context of safeguarding at NLCS Jeju and what might make some children more vulnerable</li> <li>17. Understand the School Safeguarding Policy, Code of Professional Conduct for Staff and other related policies</li> <li>18. Share important information promptly, safely and with the correct people</li> <li>19. Have regard for, and promote the need to safeguard students' well-being and be aware of cultural differences and related matters of dealing with mainly Korean students in their own country.</li> </ol>
<b>Last Job Spec Review</b>	October 2024
<b>Next Job Spec Review</b>	October 2025