

JOB DESCRIPTION & PERSON SPECIFICATION

Department/School

Preparatory School

Job Title

Graduate Resident Assistant (GRA) - Academic

Responsible to

Senior Deputy Head

Contract

One year fixed term contract (1st September 2025 – 31st August 2026)

Hours

Full time – 40 hours per week including evenings and weekends, term time only

Salary

£16,000.00 per annum plus full board & accommodation during term time

Purpose of the Job

GRA's are responsible to the Headmaster through the Deputy Head. It is a key part of the GRA role to live in and sleep on site and to take most of their meals with students and other staff. GRAs provide invaluable assistance in school life and also play a full role during the school day and participate in weekend sports, trips and activities.

This GRA's main role is to support a variety of academic departments, working with classes, individuals and small groups of pupils to support their learning needs. This role would provide excellent experience for anyone considering a teaching role. In addition to working with pupils to support their academic learning, GRA's are expected to take a role in the co-curricular life of the school, as such an ability to contribute to sport or performing arts would be a benefit. First Aid, Fire and Child Protection training will be given. Hours of work in term time are demanding, however it is always found with such appointments that the more one puts into the life of the school, the more rewarding it becomes.

Main Duties & Responsibilities

GRAs are required to:

- Contribute to the departments to which they are assigned as directed by the Deputy Head Academic.
- Support the staff carrying out day, evening and weekend boarding duties as required and helping to create a warm and friendly atmosphere and fostering a happy community spirit, especially for students newly arrived in the school.
- Play a full part in the co-curricular life of the school through involvement with evening and weekend activities with boarders as well as games and/or drama/music /volunteering as required.
- Assist in the smooth running of the school by contributing extensively to the school duty rota.
- Assist with school display boards
- Attend staff meetings as required and assist with administrative tasks.
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- Please note that the working parameters and distribution of tasks vary according to the requirements of the individual parts of the school and the ages and needs of the students. The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.

In relation to the pupils, GRAs are expected to:

- Promote the general progress and wellbeing of all individual pupils under your supervision and care;
- Provide guidance and advice to pupils on educational and social matters or assist them in speaking to an appropriate member of staff about any such matters;
- Be sensitive to social relationships between children;
- Promote good behaviour and be on the lookout for any signs of physical and emotional bullying. Any concerns, however small, must be reported to the tutors and Pastoral Heads of Year.
- Be responsible for the pastoral care of each child within any activity, session or in carrying out any of your duties around the School;
- Be familiar with the following School documents:
 - Rewards and Sanctions, Code of Practice, Anti-Bullying Procedure
 - Complaints Procedure
 - Principles and Guidelines
 - Child Protection Policy
 - Keeping Children Safe in Education (KCSIE) Document
 - Code of Conduct for staff
 - ICT policies and procedures.

In relation to the staff, GRAs are expected to:

- Liaise with their line manager on at least a weekly basis;
- Participate in INSET days at the beginning of each term, or as otherwise arranged;
- Actively seek help or guidance from other experienced staff in case of any uncertainty;
- Feed all relevant information –from concerns to congratulations- about children or activities back to the senior staff member responsible for that individual or session.
- Keep up to date with any training as required by your line manager.
- Attend staff meetings as required.
- Carry out any other duties as commensurate with the role.

Required Skills/Experience

- Enthusiastic about the education of young people and for the job itself;
- Able to use own initiative and act as a good role model;
- Caring and sensitive to the needs of all students;
- Cheerful and willing with a flexible and 'can do' approach;
Able to carry out instructions reliably and efficiently;
- Excellent communication skills;
- Leadership skills and taking personal responsibility;
- Able to work individually and as part of a team;
- ICT literate;
- Able to give attention to detail;
- Coaching qualifications, a National Pool Lifeguard Qualification and driving license are considered an advantage but are not essential.

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This job is one that engages in regulated activity.

Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any specific safeguarding responsibilities for this position are outlined in the job description.

Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, ID and Right to Work in the UK, satisfactory references, a successful enhanced DBS check, and satisfactory online searches.