



Felsted

FELSTED SCHOOL JOB DESCRIPTION Graduate Resident Assistant

The Role

Accountable to: Assistant Head (Staff, Co-curricular & EDI Lead)

Accountable for: None

The role of the GRA is to support departments in the delivery of their programmes, and to contribute to co-curricular activities, boarding and house duties across the school. The role will be based in the Senior School, but there may be times when the post-holder is asked to support activities at Felsted Prep School.

Felsted School welcomes applications from all who feel they can demonstrate they successfully fulfil the criteria listed below, and can provide excellent and tailored support for Felsted's current provision for its pupils in either the Music and/or Sports departments.

Felsted School has a busy music department with several concerts over the course of an academic year, as well as Chapel services and other events. The Chapel has a three-manual Willis Organ, and the recital hall has a Model B Steinway grand piano. Music is taught throughout the school - it is compulsory until the end of Year 9, after which students may take it as a GCSE option. In the Sixth Form, pupils can take the subject either at A Level or IB.

Felsted School has a comprehensive training programme and fixture lists which includes supervising, coaching, refereeing, umpiring and supporting major games and activities. The main fixture sports at the School are rugby, netball, hockey, cricket, tennis, and football. The programme also includes swimming, squash, badminton, running, fitness, and dance. Pupils have PE lessons from Year 9 through to Year 11. Pupils can select PE as a GCSE option. In the Sixth Form, pupils can take the subject as PE A Level, Sport BTEC, or Sports Science via the IB route.

Role Responsibilities (illustrative, not exhaustive, list)

- To assist with the life of the school e.g. with the teaching of specific lessons or groups as directed and providing support within the co-curricular programme by leading and supporting various sessions;
- To contribute to the life of a busy boarding school by supporting the evening supervision of and provision for pupils, including helping to organise house events, supporting the Tuesday and Thursday evening activities programme, and helping to supervise the Sixth Form socials on Wednesday evenings;
- Be 'on call' on a rota to assist with evening supervised prep and house duties in the event of staff absences;
- The post holder will be required to assist with a number of school social events over the academic year;
- Any other ad-hoc duties as reasonably requested by the Head.

Skills, Knowledge and Experience

Essential (all roles):

1. Hold a degree qualification
2. Good organisational skills with the ability to work to deadlines
3. Flexible approach to work in a busy environment
4. Develop working relationships and work as part of a team

5. Understand and commit to the Safeguarding of Children
6. Willingness to accompany trips & off site activities.

Essential (Music roles):

1. Hold a relevant degree in Music or hold an equivalent qualification
2. Excellent piano/accompanying skills with ability to accompany students confidently with repertoire ranging from ARBSM Grade 1 to ARSM diploma level and beyond (Confident piano/accompanying skills is essential)

Desirable (all roles):

1. Experience of working with children and/or young people within an educational environment

Desirable (Music roles):

1. Ability to play the organ
2. Competent in the use of music technology, PA equipment and media equipment
3. Advanced understanding of Music Theory and A-Level standard harmony
4. Experience of leading rehearsals and directing ensembles

Desirable (Sports roles):

1. Hold relevant degree qualification in Sport or hold an equivalent qualification
2. Able to coach two major sports
3. Able to umpire/referee sporting matches
4. National Pool Lifeguard Qualification, or an equivalent certificate
5. Able to support Strength and Conditioning sessions
6. Able to work one-to-one with Sports Scholars

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Full board and accommodation provided
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop
- Training and development opportunities

Terms of Employment

- One year fixed-term contract from 28 August 2024 until 27 August 2025
- Full time contract working 40 hours per week within the usual School hours (Monday to Friday from 8:30am to 9.45pm and Saturdays until 4:00pm). The post-holder will be required, on occasion, to support the weekend boarding activity programmes (Saturday evenings and Sunday)
- Term-time Contract (34 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Accommodation provided, including meals and utility bills
- Salary of £18,120.96 per annum (less the HMRC accommodation rate of £69.93 per week, which equates to £2,377.62 per annum), making an overall salary of £15,743.34 per annum.
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____