



Job Description		
Job Title	Graduate Resident Assistant (GRA) - Upper School	
Responsible to	Assistant Head Pastoral and Director of Sport	
Department	Pastoral & Co-curricular Support	
Contract	Fixed Term (1 Academic year), Full time (including evenings & weekends)	
Salary	£15,000 per annum + accommodation + full board during term time	
	<p>Graduate Resident Assistant are responsible to the Headmaster through the Assistant Head Pastoral. It is a key part of the role to live in and sleep on site and to spend time with the pupils and other residential staff.</p> <p>As a GRA you play a full role during the day, assisting in lessons, coaching sport sessions and supporting duties in the Day and Boarding Houses as well as participating in weekend sports, trips and activities.</p> <p>As a GRA you are a member of staff and must always ensure that your behaviour reflects that of a professional. Training in Safeguarding, First Aid, Fire Safety will be given.</p> <p>The role is demanding and busy during term time, but it is also an incredibly rewarding experience.</p>	

<p>Purpose of the role and main tasks</p>	<p>Main tasks:</p> <p>Pastoral Role:</p> <ul style="list-style-type: none"> • To complete one boarding house evening duty a week. • To provide further assistance to the Housemasters/mistress and the Assistants in supervising house events and competitions that fall outside normal school hours. This might include (but is not necessarily limited to), parent functions, parent/teacher interviews, the house water polo competitions, house play rehearsals, house trips, house music evenings and other boarding events. • To support a wide range of College and House events that occur in the evenings and on weekends, such as music concerts, plays, house competitions etc. There is no exhaustive or prescriptive list as to what events graduate resident assistants should support, but it is expected that graduate resident tutors will be a visible and frequent presence in the life of the College beyond the school day. • To team up with a tutor to help coach and mentor pupils through the year. This provides an excellent opportunity to work with individual pupils and their parents/ guardians. • To help with medical cover should any emergency/routine medical needs arise. • Provide supper supervision in the dining hall on a rota basis. • Too provide weekend activities for the boarders on a rota. This will include organising and supervising an activity in the Crypt for the younger pupils (Years 9 & 10) on a Saturday evening. There may also be activities on a Sunday which may involve trips off site or activities on site. 	
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	<p>Co-curricular Role:</p> <ul style="list-style-type: none"> • To make a significant contribution to the Co-curriculum and play a central role in the College's broad sports programme. There will be opportunities to support residential trips and gain a wide experience. • To play a comprehensive part in the supervision, coaching and development of pupils in a wide range of opportunities. The Co-curriculum is broad and there are plenty of opportunities for GRAs to be involved in a range of activities: Outdoor Pursuits, Activities, Clifton in the Community, Drama, Music, CCF, Sport. GRAs can expect to support a number of trips and tours throughout the year. <p>Academic:</p> <ul style="list-style-type: none"> • Each GRA will be aligned to an Academic department. This will provide an excellent insight into teaching and provide opportunities to develop both the experience and skills involved in teaching. Each department has a broad enrichment programme which the GRA can contribute to. • Providing cover for academic lessons and matron in Houses as required. • To attend staff meetings and INSET as required. 	
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What we are looking for:		
	<p>Key Traits:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Enthusiastic, friendly, and committed to the personal, social and academic development of young people • Able to work well as part of a team, with good communication and interpersonal skills • A high level of organisational skills and ability to work to deadlines • A pro-active person who anticipates and initiates • A good role model 	

	Key Qualifications: <u>Desirable:</u> <ul style="list-style-type: none"> ● First aid qualification. 	
	Knowledge & experience required: <u>Essential:</u> <ul style="list-style-type: none"> ● Previous experience of working with young people in a pastoral role <u>Desirable:</u> <ul style="list-style-type: none"> ● Previous experience of working in a boarding house. ● The ability to coach sport (all sports considered) 	
	Skills Required: <u>Essential:</u> <ul style="list-style-type: none"> ● Good organisation skills ● Able to plan engaging activities ● Able to multi-task and prioritize accordingly ● IT literate ● Punctual and hardworking 	

Other general responsibilities:	
	<p>Values and behaviours</p> <ul style="list-style-type: none"> ● Uphold Clifton College's values ● Act as a role model for all Clifton employees ● Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment <p>Equal Opportunities</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to pupils and colleagues. <p>Safeguarding</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the welfare of our pupils. <p>Health and Safety</p> <ul style="list-style-type: none"> ● Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particularly with regard to the welfare of colleagues and pupils. <p>Professional Development</p> <ul style="list-style-type: none"> ● Maintain and update your own knowledge and skills in line with legislation and the needs of the role.