



JOB VACANCIES

Graduate Resident Assistants

2017-18 Academic Year



INFORMATION FOR CANDIDATES

We have a number of exciting opportunities for new graduates available at Taunton Senior School, Preparatory School and our International Schools from September 2017.

These one year residential posts provide valuable support to our house, sports, classroom learning and administration staff as well as an exciting and ideal opportunity for graduates considering a career in education in the UK or internationally to experience a year in the life of this energetic, forward looking and outstanding School.

We are looking for candidates with a range of interests and specialisms including PE/Games, Music, Drama, EAL or SEND for the next academic year. We have positions available in our Preparatory School, Senior School, International School and International Middle School. Each area provides its own unique opportunities and candidates will be asked to state their preferences on application.

We aim to offer our GRAs a memorable year working with lively and interesting students within a flourishing co-educational environment. The School will provide full board accommodation in a boarding house or school accommodation plus a salary and opportunities for continuing professional development and training. Our GRAs are assigned a mentor for their year who will provide advice on professional development and handling students both in the classroom and the boarding house.

This brochure contains useful information for those considering applying. More details about the School can be found on the school website www.tauntonschool.co.uk

THE SCHOOL

Taunton School is a large, exciting and diverse school, which aims to challenge, inspire and nurture young people to succeed in a global community. Our goal is to develop every student into a confident, well educated, enquiring, personable young adult who has enthusiasm for learning and for life.

These qualities make Taunton one of the best examples of an all-round school in HMC; but when one adds its global perspective, innovative culture and commercial success, the whole is a particularly vibrant and unusual school.

Taunton is without pretence, is extraordinarily friendly and pupils have fun. Relationships are based upon mutual respect between all members of the school community. The staff are true enthusiasts. In a competitive market, Taunton School is financially strong.

All in all, Taunton School offers a great deal to challenge and reward its Pupils and Staff.



HISTORY AND THE SITE

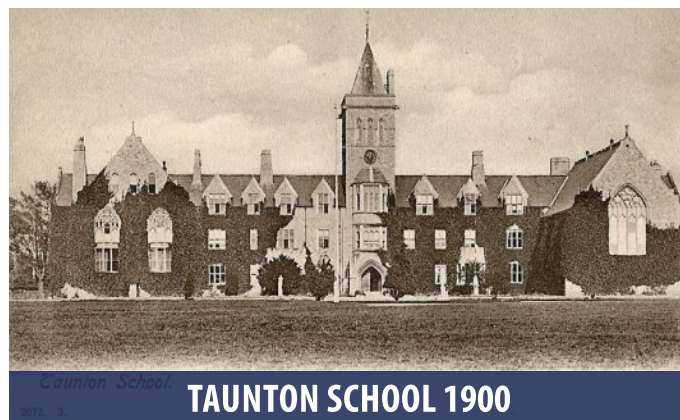
Taunton School is an inter-denominational, co-educational school, founded in 1847 for the sons of free churchmen and others. Taunton School is a soundly financed, multi-million pound charity with a large boarding operation, a sizeable real estate portfolio, 450+ employees and a very active commercial operation including rentals, a sports club and Foundation.

The School moved to its present purpose-built site of 56 acres in 1870 and the original house, Fairwater, dating from the 18th century, is now a boys' boarding house. Today the older buildings are complemented by modern designs including specialist facilities. These buildings and facilities are constantly updated, renovated and the subject of on-going investment to meet the demands of a large school and to maintain its position in the competitive marketplace of independent schools in Taunton and the South West.

Taunton School started to admit girls to the Senior School at all levels in 1973, at the same time acquiring Weirfield School, an independent school for girls. Today the School is co-educational with approximately 45% of our pupils are girls.

The School is a boarding school with a substantial number of day pupils. Boarders are admitted from the age of 7. There are five boarding houses and six day houses. The majority of UK boarders live in the South West although the School also draws boarders from London and overseas.

The School's catchment area for day pupils extends as far afield as Glastonbury, Bristol, Sidmouth, Exeter, Minehead, Burnham-on-Sea and Yeovil. Some 166 children access the School using its own fleet of buses.



STRUCTURE AND ORGANISATION OF THE SCHOOL

The School has five parts:

- Taunton Senior School (526 pupils aged 13 - 18 of whom 240, i.e. 45 per cent, are boarders with 260 pupils in the 6th Form)
- Taunton Preparatory School (250 pupils, aged 7 - 13 of whom 30 are boarders)
- Taunton Pre-Prep and Nursery (183 pupils aged 0 - 7, of which 100 are in the Nursery)
- Taunton School International referred to as TSI (83 boarding pupils mainly in Year 11)
- Taunton School International Middle School - TSIMS (56 boarding pupils Years 4 - 10)

Taunton Senior School

The School offers GCSE, A levels BTEC and the International Baccalaureate, supported by a wide range of academic, music and sporting facilities and opportunities. By offering so much in a full working week, Taunton School encourages participation in areas where pupils are either specialists or simply willing participants.

Many of the students in the Senior School have moved from other parts of the school as well as from other schools. Most make the transition from year 11 into the Sixth Form and from there destinations will include Universities in the UK and abroad, apprenticeships and gap years.



Taunton Preparatory School

The Preparatory School's roots go back many years in Taunton. The Girls' School, Weirfield, was founded in 1879 and had established a reputation as a particularly happy and successful school with notable strengths in the humanities. From 1973 onwards many girls moved on to Taunton Senior School. The Taunton Junior Boys School was opened in 1937 although there had been a small junior house since 1876.

With a strong emphasis placed on English, Mathematics and Science, the School continues to innovate within its curriculum offer, a recent initiative being the introduction of the Preparatory School Baccalaureate.



Taunton Pre-prep and Nursery

Children are able to enter Taunton Nursery School from after birth, most usually following maternity leave. All classes have qualified Nursery Teachers and Nursery Practitioners and the curriculum is tailored to meet each child's individual development needs. There is also a Nursery play garden with log train, dens and bridges.

Children join the Pre-Prep from the age of 4 - 7 and many go on from here to the Preparatory School. The Head of Pre-Prep and Nursery reports to the Head of the Preparatory School.



Taunton School international

TSI was opened in 1996 as an International Study Centre for students whose English on arrival is not good enough for them to enter the mainstream of an independent school. It is now a thriving school providing an intensive academic education in a wide range of GCSE subjects and excellent pastoral care preparing students for entry into Sixth Form in UK boarding schools.



Taunton School international Middle School

TSIMS was opened in 2012 with the vision of bringing gifted international students into the School at a younger age to gain the all-round skills to transition into both the Prep and Senior Schools. This part of Taunton School is based in Kingston St Mary, three miles from the main site.



STAFF AND MANAGEMENT

The School employs some 258 teachers or teaching support staff (201 FTE) and 263 full or part-time support staff (173 FTE); as such it is one of the largest private employers in Taunton. It is an equal opportunities employer and has been accredited with the gold Investors in People standard. Support Service Heads of Department report to the Chief Operating Officer who is a member of the Senior Management Team and is responsible to the Headmaster for the day to day running of the School's support services.



JOB DESCRIPTION

GRAs are responsible to the Principal through the Assistant Principal for the International Schools; the Head through the Head of Staff Development for Taunton Senior School and the Headmaster through the Senior Master for the Prep School. 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 with boarding house duties and also play a full role during the school day and participate in weekend sports, trips and activities.

GRAs occupy a special position in the House as students' confidantes and friends but they are first and foremost members of staff and must always ensure that their behaviour reflects that prime responsibility. 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 tasks

GRAs are required to:

- Support the house staff in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for students newly arrived at the School;
- Help students learn the routines of the boarding house and assist with any problems. Any concerns about the well-being of students must be brought to the attention of the Assistant Principal / Senior Master/ Head of Staff Development (as appropriate);
- Uphold the rules of the House and pass on breaches of the rules to the Assistant Principal / Senior Mistress/ Head of Staff Development (as appropriate);
- Participate in the evening and overnight duty rota under the direction of the senior member of staff on duty. Duties will include supervising prep, helping with bedtimes and providing overnight staff cover in the boarding house;
- Participate in the weekend duty rota under the direction of the house staff. Duties will include organizing and actively engaging in games and activities;
- Accompany staff on excursions and activities as required;
- Assist the PE / Games staff in the weekly programme of sports or the Music / Drama departments with their activities (as appropriate). This may include running one of the School's sports teams.
- Provide cover for lessons on occasions;
- Assist the administration staff with office tasks as required;
- Supervising students during break times and assisting with classwork on a 1:1 or small group basis.
- Working with pupils during prep (homework) sessions to ensure they are working on task and supporting their needs.
- Help to organise travel arrangements, liaising between students and administration staff;
- Attend staff meetings as required;
- GRAs are also given the opportunity to participate as required in Taunton School International's summer school for which separate remuneration is paid;

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.
- 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:
 - (i) Rewards and Sanctions, Code of Practice, Anti-Bullying Procedure.
 - (ii) Complaints Procedure.
 - (iii) Principles and Guidelines.
 - (iv) Child Protection Policy.

In relation to 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.

Job Skills

- Enthusiasm about young people in education.
- Using own initiative and being a good role model.
- Keen sports coaches or specialists in Music / Drama / EAL / SEND.
- 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.
- ICT literate
- Able to give attention to detail
- A National Pool Lifeguard Qualification and driving license would be an advantage but are not essential

Terms and Conditions

Salary: Based on the National Minimum Wage with accommodation offset.

Other Benefits: Accommodation, board and lodgings.
Discounted Sports Club Membership.
Contributory Health Scheme (when probation period completed)



Applications

Candidates must complete a Taunton School application form. If you are returning your application via email please send it to hr@tauntonschool.co.uk. Should you be shortlisted for interview, we will ask you to sign your application in person.

Closing date for applications: 4pm Thursday 12th January 2017 with interviews taking place on either Tuesday 24th January or Thursday 2nd February.

Taunton School is committed to safeguarding and promoting the welfare of children and young people. The offer of employment will be subject to satisfactory references, and a successful enhanced DBS check. There will also be a requirement to undergo a satisfactory medical examination.



