

Rye St Antony

O X F O R D



Graduate Assistant

September 2017

The School

Rye St Antony was founded in 1930 by Elizabeth Rendall and Ivy King as a lay Catholic school in Oxford, initially for day pupils - boys and girls - and eight in total. The decision to start the school was taken during a visit to Sussex and the Church of St Antony in Rye, in commemoration of which the school was named. Numbers quickly grew, and, at the end of the first year, the school moved from Hamilton Road to Woodstock Road. Here, there was room to accommodate the first boarders. Then, in 1939, came the move to Langley Lodge and its fine gardens and grounds. The neighbouring house, The Croft, with its splendid gardens and woodland, was acquired in 1945. Thus the school came to occupy its twelve acres of exceptionally beautiful grounds on a quiet lane overlooking the city about a mile from the centre of Oxford.

In 1960 Miss Rendall died, and in 1963 the school became an educational trust with a Governing Body. Miss King continued as Headmistress until 1976 and, unfailing in her interest and encouragement, spent her retirement in a house in the school grounds until her death in 1993. Miss King's younger sister, Miss Gwen, joined the school in 1939 and faithfully served the school until her death in 2000 at the age of ninety-nine. Miss King's successor as Headmistress was Patsy Sumpter who came to the school in 1959 and worked alongside Miss King in various posts before succeeding her as Headmistress from 1976 until 1990. Alison Jones, the fourth and current Headmistress, was appointed as successor to Miss Sumpter on Miss Sumpter's retirement in 1990.

A steady programme of building and refurbishment has provided the school with excellent teaching and residential facilities, each new development being carefully harmonised with the architecture of the original handsome Victorian houses. The first stage of the Rendall Building was completed in 1963, King House in 1986, the first ICT suite in 1991, the eastern extension of the Rendall Building in 1993 and the Sumpter Building with its science laboratories in 1995. The Janet Ward Performing Arts Centre was completed in 2005, the Morton Sports Centre in September 2008, a new Chapel in 2009 and a new Sixth Form Centre in September 2010. The new King Library and a major refurbishment of the Rendall Building, were completed in 2012, the Henwood Technology Building in 2014 and the new Reception in 2015. A major refurbishment of Langley Lodge is due for completion in 2018.

Of the 350 pupils, 100 are in Pre-Prep (rising 3s to Year 2) and Prep (Years 3-6) and 250 are in the Senior School (ages 11-18). Of the 60 members of Sixth Form, all prepare to continue their studies at university. In recent years the average UCAS points score per candidate has been 340; half A Level grades have been A*, A or B. GCSE results each year give almost everyone grade C or above in at least five subjects, 70% + with grade C or above in at least ten subjects.

The school is highly regarded for its happy and purposeful atmosphere and its strong sense of community. The school's aim is to help each pupil develop the intellectual curiosity and skills, the emotional understanding and resources, the ability to work independently and with others, and the personal, social and spiritual values that will lead to personal fulfilment and the ability to contribute something of value to the world.

Rye St Antony is an equal opportunities employer. The school is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service (DBS).

Please see the School Prospectus, the website (www.ryestantony.co.uk), the Parent and Pupil and Handbook and the Staff Handbook for further information.

The Post

The school seeks to appoint an enthusiastic and motivated graduate to join our housestaff team. The post would suit applicants considering teaching as a career, but applications from other fields are welcome. The post is residential and a fixed-term contract for the period 1 September 2017 – 5 July 2018.

The Croft and Cottage boarding houses cater for approximately 70 pupils in total, aged 8-18 years old. Girls share dormitories in The Croft, the smallest dormitories accommodating two pupils and the largest dormitories accommodating six pupils. Girls in years 11, 12 and 13 have single study bedrooms in The Cottage. The Graduate Assistant will work with a team of staff including the Senior Housemistress in each house and the Head of Boarding, to whom she is accountable.

Responsibilities include:

- safeguarding and promoting the welfare of girls in the boarding house
- supporting the Christian ethos of the school and giving help and support where needed
- ensuring that the general atmosphere of the house is conducive to study at the designated times
- organising and supervising weekend and evening activities
- reporting any maintenance issues in the boarding house
- manning the boarding office and assisting with administrative duties related to the running of the house
- maintaining appropriate standards of behaviour by the girls
- supervising meal times and bed times when on duty
- liaising with the Catering Manager and kitchen staff concerning food
- organising the collection and return of laundry
- assisting with matters concerning girls' health as directed by the School Nurse and in accordance with the school's procedures
- keeping relevant records

It is anticipated that Graduate Assistants will have the opportunity to establish a link with a department within the school, and thus to gain further relevant experience of education. Please express your areas of interest in your application.

It is important that the Graduate Assistant enjoys life in a community and in the company of young people from both the UK and abroad. She should be flexible, sensible, approachable, enthusiastic, energetic, considerate and a good communicator. She will liaise regularly with the Head of Boarding, housestaff, teaching staff, support staff, parents and guardians. Ideally she will have a clean UK driving licence and an up-to-date first aid qualification. The ability to drive a minibus would be an advantage.

Single accommodation is provided during term time and school holidays for the duration of the fixed-term contract. All meals are provided during term-time. Staff have access all year round to a kitchen and laundry areas for personal washing. Staff benefit from access to the school's Fitness Suite, and use of the outdoor heated swimming pool in the summer term.

The annual salary for the post is £10,950 (pro rata for the period of the fixed-term contract).

Graduate Assistants will be required to work not more than five and a half days a week with one and a half days off consecutively. In addition to all other holidays, Graduate Assistants will be entitled to one weekend off work in each term, the dates to be agreed with the Head of Boarding. At each half term Graduate Assistants will be entitled to take time off from the evening of the first Friday of half term (once all the boarders have left the house) until lunchtime on the second Sunday, boarders returning to the boarding house during the afternoon.

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be sent to the Headmistress:

Miss Alison Jones
Rye St Antony
Pullen's Lane
Oxford
OX3 0BY

Telephone 01865 762802

Email: headmistress@ryestantony.co.uk

For an application form, please see the Staff Vacancies page of the school's website or contact Ms Ellen Phelps (ephelips@ryestantony.co.uk). Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is Monday 20 February 2017, and the interview programme is planned for Tuesday 28 February 2017.

Candidates must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Headmistress before interview in a sealed envelope marked 'confidential'.