



BRUTON SCHOOL

FOR GIRLS

ON SUNNY HILL

GRADUATE ASSISTANT (Boarding, PE and Games)

BACKGROUND

Bruton School for Girls is an independent day and boarding school providing education for girls from age 3 to 18 and boys from 3 to 7. It is situated in pleasant surroundings on the outskirts of Bruton in Somerset.

The school, which has approximately 250 pupils and a turnover of approximately £4.5 million, has an enviable record for academic achievement and pastoral care.

The school aims to provide an excellent academic education and to encourage each pupil to fulfil her potential in order that she may become a confident, assured and responsible adult. Those in Year 6 and below are members of Sunny Hill Preparatory School, an integral part of BSG. The total school roll currently stands at approximately 250 of whom about 10 per cent live overseas. Boarders, who account for over a third of the senior school population, are accommodated in two boarding houses: Cumberlege and Highcroft, each on or adjacent to the main school site. We operate a Monday-Friday curriculum and sports and House-organised activities take place at the weekend.

Bruton is situated in attractive countryside within easy reach of Bath, Bristol, Salisbury and Exeter. London is less than two hours away by train or a little longer via the A303 and M3. Glastonbury Tor is visible from the school. The quality of life enjoyed by Somerset residents is arguably very high. However, none of these factors should be taken to mean that the school is simply a 'cosy' environment.

At Bruton School for Girls our aim is to encourage, challenge and support each girl to develop her full potential to become the amazing person she can be, with friends for life in this fast changing world. Each individual is encouraged to develop intellectual curiosity, self-esteem, confidence without arrogance, respect and care for others, independence, excellence in all she does and a love of life.

Bruton School for Girls is affiliated to the Girls' Schools Association, the Independent Association of Preparatory Schools, the Independent Schools Council and the Boarding Schools Association.

In the Senior school, girls are admitted chiefly into Senior 1 (Year 7), Senior 3 (Year 9) and the Sixth Form. The ability profile at entry is slightly above average but the examination results are frequently the best in the county and the school enjoys a high academic reputation. That is not to say that the school is interested only in academic success; far from it, the extra-curricular programme and the range of opportunities provided are of central importance.

THE POSITION

The successful candidate will assist with the teaching of both PE and Games from the Pre-Prep to the Senior School (Reception - Year 13) working with PE staff across the curriculum. An ability to coach both Hockey and Netball would be preferable but expertise in all areas will be considered. The Graduate assistant will also work within the Foundation Class in the Prep School and may support at least one other academic department as part of their professional development and be part of the daily routine of pastoral care. The successful candidate may also undertake some one-to-one support.

The Graduate Assistant is also to support and liaise with the Senior Housemistress in the efficient management of the staffing, organisation and resources of the Boarding Houses; to provide for the safety, good discipline and pastoral well-being of all pupils in Boarding and good relationships with their parents and guardians. This role will also require the Graduate Assistant to run the House in the absence of the Senior Housemistress.

DUTIES AND RESPONSIBILITIES

Academic:

1. Assist with the teaching of both PE and Games from the Pre-Prep to the Senior School (Reception - Year 13) working with PE staff across the curriculum for pupils of all ages and abilities. An ability to coach both Hockey and Netball would be preferable but expertise in all areas will be considered.
2. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement and learning through effective teaching and coaching.
3. Plan and coach Games sessions and team teaching PE lessons throughout the year to ensure continuity, progression and cohesiveness in all teaching and coaching.
4. Use a variety of methods and approaches to match the range of pupil needs, and ensure equal opportunity for all pupils.
5. Work effectively as a member of the PE Department and one other Department, to improve the quality of teaching, coaching and learning.
6. Develop and maintain effective methods of communication with all colleagues, pupils and parents.
7. Teach/coach/lead and manage School sports teams each term as directed.
8. Teach/coach/lead extra-curricular sporting activities (lunchtime, after school and weekend) as directed.
9. Participate in relevant matches, tournaments, tours and visits to other events in accordance with the School's policy for out of school visits.
10. Encourage pupils to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the School, selecting and managing teams in mid-week and weekend fixtures in all three terms.
11. Assist in officiating matches at all levels, and host opposing school pupils, staff and parents for fixtures, including meeting and greeting and supervising pupils at post-match teas as required.
12. Assist with organisation and implementation of the DofE awards programme including helping oversee and organise expedition weekends
13. Mentor DofE participants, involving regular contact with them helping them organise and plan their programme.
14. Provide administrative support and assistance to the Director of Sport
15. Be responsible for the processes of identification, assessment and recording of the pupils in their charge.
16. Keep an accurate register of pupils where necessary.
17. Assist with Sports Days, Matches, and other Departmental events.
18. Assist with the teaching of the Foundation Class in the Prep School
19. Attend CPD meetings
20. Attend relevant departmental and staff meetings,
21. Promote professional standards of punctuality, discipline and sportsmanship with all pupils, taking appropriate action where necessary.

Pastoral:

It is expected that the Graduate Assistant will assist in the smooth running of Tutor Time and Registration in the Senior School and be attached to a Hall.

Boarding:

1. Be aware of the implications of the National Minimum Standards for Boarding Schools, Every Child Matters and the Children's Plan for welfare and pastoral care in the House and to take a part in ensuring the necessary regulations are met through excellent practice;
2. Ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based;
3. Ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised;
4. Ensure the safety and security (including emotional) of all pupils at all times when they are in the House (including meal times, weekends and on expeditions and outings);

5. Liaise with the Medical Centre to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle;
6. Ensure that pupils' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect;
7. Develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate;
8. Ensure that pupils participate in the full and varied programme of extra-curricular activities which is available, and pupils (particularly new and temporary pupils) are appropriately occupied especially at weekends;
9. Be aware of the academic strengths and weaknesses of pupils; liaise with the Senior Housemistress to ensure that relevant background circumstances of pupils are known and discussed with her; to ensure that the conditions and supervision in any prep done in House are conducive to effective academic progress;
10. Use every opportunity to cultivate contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know;
11. Keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required;
12. Counsel pupils, at a time and place which is conducive to good communication concerning any emotional, academic, social, or behavioural problems they may have; to inform the senior Housemistress if referral is required; to fulfil the school's policy on safeguarding children;
13. Support the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and School; to inform the Deputy Head in any cases of bullying, substance misuse or sexual misconduct;
14. Be familiar with the school's policies and procedures for safeguarding children, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas;
15. Assume responsibility for the House in the absence of the Senior Housemistress;
16. Attend meetings as required and visit the Staff Room regularly;
17. Prepare/clear the House at the start/end of each term and to be ready to meet parents when parents deliver or collect their daughter(s);
18. Accompany the girls on journeys to and from Heathrow at the beginning and end of each term, as required.
19. Contribute to the marketing of the school through representation in the wider community, and assisting with hospitality of visitors in School and boarding House;
20. Perform any other tasks which the Deputy Head or Senior Housemistress may reasonably assign.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she is responsible, or with whom she comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Children (Child Protection) Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Designated Senior Person for Safeguarding (including Child Protection) or to the Head.

DELEGATED POWERS

The Graduate Assistant is functionally under the control of both the Deputy Head and Director of Sport. As a member of the school teaching staff the Line Manager for the position is the Headmistress.

TERMS OF APPOINTMENT

1. The post-holder will have one night off per week running from 1600 on the first day to 1600 on the second day, and so is expected to be available for duty six nights per week, and at weekends. The post-holder will assist with teaching, with a timetable reduced as appropriate;
2. The post-holder is expected to be resident in the accommodation provided during term-time (and may be in residence throughout the holidays), and stay over in the House in order to fulfil her role. All meals are provided during term time;
3. This is a salaried position; the post-holder will be expected to work such hours as shall be necessary properly to discharge his/her duties.

5. The post-holder is entitled to take holidays at any time during the school holidays, save for specified periods immediately following the end of term and preceding the boarders' return at the beginning of term;
6. The school reserves the right to require the successful applicant to undergo a medical examination;
7. Sick pay will commence upon completion of the probationary period. In the first year of service the school's sick pay benefit is full pay for the first calendar month and half pay for the following one month. In the second year full pay for two calendar months and half pay for the following two months. In the third year full pay for three calendar months and half pay for the following three months;
8. Entitlement to join the Teachers Pensions Scheme.
9. The post-holder is required to undertake the suitable training to be a qualified first aider and fire warden.

Bruton School for Girls is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service; and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom and evidence of qualifications declared on their application form.

Bruton School for Girls is an educational charity and equal opportunities employer.

PERSON SPECIFICATION

The selection of candidates will be based on this specification and candidates should bear this in mind when completing their application form.

	Essential	Desirable	Means of assessment*
Qualifications		Relevant academic and professional qualifications and awards. Minibus, first aid and fire training or qualifications. Full UK driving licence Relevant in-service training.	A D
Experience	Personal playing experience to a good Club level or above.	Experience of working as an effective member of a team in a boarding context. Possess a working knowledge of Child Protection and Data Protection issues in a school context. Experience of working with children.	A I
Professional and Curriculum Development	A willingness to adapt to new approaches to pastoral care.	Evidence of commitment to relevant professional development. Experience, interest and ability in another academic subject area which would allow a contribution to be made as a classroom assistant in that academic subject area.	A D I
Communication Skills	Possesses a willingness to listen and the ability to communicate effectively with pupils, parents and colleagues.	Attention to detail in oral and written communications.	A I L T
ICT	Possesses or is prepared to gain the skills necessary to use information and communications technology to enhance external communications.	Experience of using new technology.	A I L T
Commitment to School Priorities		Willingness to become involved in school and boarding planning.	A I
Interpersonal Skills	Ability to relate well to children and young people. Willingness to consult with and listen to the views of others; good interpersonal skills and an ability to maintain positive relations with pupils. Ability to be a good role model with high standards.	Ability to cope with difficult situations and retain a balanced perspective. Good level of personal fitness is essential.	A I L T
Whole-School Commitment	Commitment to and support of school policies and a positive ethos. Willingness to support and commit to extra-curricular activities.		A I

* A Application documents (form, letter, *curriculum vitae*)

D Documentation qualifications check

I Interview

L Lesson observation

T Outcome of task