

GRADUATE INTERN (BOARDING) JOB DESCRIPTION

Job Title :	Graduate intern (Boarding)
Line Manager:	Second Master

Purpose of Job

Graduate interns are employed to enrich the life of the school by bringing special expertise in any of the following areas: **rock climbing, sailing, creative and performing arts (photography, media, fine art etc.), English language instruction, physical education and sport, engineering, gymnastics, mathematics, robotics or pool lifeguarding.** Graduate interns are resident in the Boarding Village during term time and play a significant role in assisting with the smooth operation of boarding.

Duties and Responsibilities

Overall responsibilities

- Encourage high standards in all aspects of school life, particularly in the graduate's identified area of strength
- Contribute to the effective and efficient running of the school by supporting full-time staff as required
- Attend staff training as required

Subject area and extracurricular specialism responsibilities

- Under the direction of full-time staff, assist with the teaching of students during the school day
- Conduct administrative tasks with efficiency and enthusiasm as directed by department and faculty heads
- Act as a mentor and role model for students studying the graduate's assigned specialism or activity

Responsibilities in boarding

- Be normally resident on the Boarding Village during term time
- Be present and ready for duties at least 24 hours before the school is in session
- Assist with collecting boarders safely from the Bangkok airports at the beginning and end of term
- Assist with the planning and organising of the weekend programme for boarders
- Be on duty in boarding for one weekend in three, as per the agreed rota (where a weekend runs from 3 pm on Friday until 10 pm on Sunday)
- Assist in boarding for a total of 15 hours/week in the evenings (usually 2 duty nights/week)

Other responsibilities

- Undertake other reasonable duties as requested by the Second Master, including but not limited to, assistance with residential off-site trips, attendance at weekend fixtures/regattas, assistance with sports days and assistance with lifeguarding (full training given as required)

Requirements

- An appropriate degree
- A high level of professionalism and consideration for the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background and a positive and solution-focused attitude to working life
- A clean police check