



# ROYAL BALLET SCHOOL

## JOB DESCRIPTION

### **RESIDENT GRADUATE ASSISTANT (Academic) – KS3**

#### OVERALL PURPOSE OF THE POST

To be an integral part of the House team in one of our boarding houses in Richmond Park, Surrey, delivering excellent and compliant pastoral care for the students in White Lodge as well as supporting the academic life of the school.

#### SUMMARY OF THE ROLE

Our Resident Graduate Assistants support in both the boarding and day to day academic support of our male and female students in Senior House (Years 9 to 11) or Junior House (Years 7 and 8), ensuring that students have a secure and supportive 'home from home' during term time. They will also have a timetable acting as a classroom assistant or supporting students on a one-to-one basis. These are residential roles and accommodation is provided in our Boarding House. Suitable training and ongoing support will be provided on an ongoing basis which is vital in the early days of the role. From waking up students in the morning until the lights go out at night, each day is completely different. This makes the role of Resident Graduate Assistant a challenging but hugely fulfilling one.

The successful candidate will be a graduate (English, History, Biology, Science, PE, Performing Arts or Dance) considering a career in teaching or a related sector.

#### CONTRACT TERMS

Salary	Circa £16,750 per annum. Accommodation and term-time meals will be provided inclusive of rates and utilities within our Boarding House in Richmond Park.
Hours	Full-time with two evenings per week off duty and 15 week-ends per year on duty (although staff may be called upon in an emergency). This includes 6 fixed week-ends. For the avoidance of doubt, the boarding week runs Sunday-Friday and the weekend constitutes Saturday.  The Monday to Friday day-time commitment will be in the region of 11hours averaged over the term.

Every effort will be made to provide a 24 hour period of non-contact time per week. Where this may not be possible for timetabling reasons, then suitable arrangements for substantial periods of non-contact time will be made.

This situation reflects current working rotas, however flexibility may be required on occasion as these may have to be adapted to meet operational requirements.

This role includes providing one week of cover for the Spring Intensive Course at White Lodge during the Easter holidays.

House staff must be resident during term time (even on nights off), in case of emergency, but may ask permission from the APPW for occasional absences for special occasions. No holiday may be taken during term time, the last week of the summer break or when there is planned Inset.

Location	White Lodge, Richmond Park Please consider the remote location of this role prior to applying
Duration	Fixed term January 2022 - August 2022 with the possibility for a second year.
Line managed by	Housemistress
Line manages	N/A
Key contacts	Assistant Principal Pastoral and Welfare (APPW), other Resident Graduate Assistants, Academic Teaching Staff
Budgetary responsibility	N/a

## SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated

Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

- Ensuring The Royal Ballet School's 'Boarding Principles' are effectively implemented in the day to day life of the House
- Being a part of creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Delivering the procedures and policies required in the 'Boarding Handbook'
- Implementation of compliance checks for the House
- Contributing to an effective trips and activities programme for students during boarding time
- Being part of an effective, proactive and caring House team with student welfare at its' heart
- Care and support of boarders outside of the routine of the School day
- Undertaking a day time role in support of the academic and broader life of the School which may include: relevant administration, support of medical cover, mealtime registers and supervision, helping with special events and external trip etc. Classroom-based assistance will be required where Covid- 19 restrictions allow.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- English, History, Biology, Science, PE, Performing Arts, or Dance graduate with an interest in becoming a teacher or working in a related field
- The ability to communicate clearly and effectively verbally and in writing
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Conscientious with the ability to sustain long working hours during term time including evenings and weekends
- Good listener who can build effective relationships with students, staff and parents
- Able to establish a strong rapport with students, assert authority when needed and maintain appropriate boundaries
- Proactive in approach and able to seek advice and support in a timely fashion when appropriate
- Ability to be discreet and observe confidentiality at all times
- Able to cope effectively and patiently with high levels of demands from students and parents
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour

### DESIRABLE CRITERIA

- Experience of working with students / young people in a welfare role
- Full, clean driving licence preferred.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.