

<b>Job Title</b>	Boarding Graduate Residential Assistant (GRA)
<b>Department</b>	Boarding
<b>Responsible to</b>	Head of Boarding, through Senior Houseparent
<b>Purpose of the role</b>	<p>GRAs play a vital role within our boarding community, supporting the Houseparents and Senior Houseparents in the day-to-day management of the boarding houses, and acting as confidantes to and advocates for our students.</p> <p>They are expected to build strong relationships with our students, and to establish themselves as reliable and trusted adults within the boarding houses, by maintaining a strong presence, and by contributing fully to the pastoral and extra-curricular life of this busy, high-performing school.</p> <p>Central to the role is the ability to work effectively as part of a high-performing team of boarding staff, within which commitment, hard work, trust and mutual support command the highest premium.</p> <p>GRAs are expected to share their own expertise to the benefit of all our students, supporting the extra-curricular program during the evenings and at weekends.</p> <p>Graduate Residential Assistants are expected to live-in, except on their weekends or evenings off.</p>

### Principal responsibilities

- **Boarding – Day-to-day**
  - Play an active role in all aspects of boarding life.
  - Establish a strong presence in the boarding house, focusing on particularly busy areas of the house and particularly busy times of the day.
  - Support the Houseparents with the day-to-day running of the Boarding Houses. Such duties will include taking registers, carrying out room checks, and running after-school activities and prep supervision.
  - Reliably carry out all duties with diligence, professionalism and care.
  - Work proactively to generate an exciting and vibrant atmosphere in the House.
  - Contribute to the lively and stimulating environment of the boarding houses, by working with the boarding team to keep notice boards and information displays up to date, having a keen eye for mess, and reporting any defects with the fabric of the houses.
  - Support the Houseparents in monitoring and managing student attendance.
  - Work proactively to promote a high standard of personal presentation and punctuality amongst the students, and set the highest personal example in this regard.

- o Uphold the rules of the house and pass on breaches of the rules to the Houseparent or Senior Houseparent & Head of Boarding.
- o Assist the medical team with accompanying students to hospital or doctors' appointments.
- o Ensure that students uphold the high standards of school uniform and conform to the College uniform policy.
- o Engage in evening and weekend pastoral duties & activities, supervising students' welfare.
- o Taking a leading role in promoting and taking part in the extra-curricular and super curricular programme ranging from the NASA competition to the Sports Teams and Glee Club. This may vary from accompanying staff on excursions to leading excursions.

- **Boarding – Pastoral & Social**

- o Support the pastoral team in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for students newly arrived at the College.
- o Deliver first class pastoral care to all boarders, mentoring them and building supportive and nurturing relationships.
- o Be highly attuned to the needs and difficulties of the students', and report any concerns to the relevant Houseparent, Senior Houseparent, and wider boarding team.
- o Work proactively to create an environment in which the students feel heard and suggestions on how life in boarding can be improved.
- o Contribute proactively to the programme of boarding activities, supporting those run by other staff, and initiating activities of your own.
- o Support and promote student-led activities.
- o Lead and assist with Inter-house events/activities.

- **Extra-Curricular**

- o Be a passionate advocate for active and healthy lifestyles within the community.
- o Support the PE staff in the delivery of games lessons when necessary.
- o Be an active, motivated staff member who contributes to the clubs & activities programme.
- o Assist with sports fixtures depending on proficiency.

- **Safeguarding**

- o Sign and comply with a Service Agreement which specifies CSFC's expectations of staff conduct within the boarding house.
- o Complete training in Safeguarding, Child Protection, Food Safety and any other areas relevant to the safe running of the boarding house.
- o Commit to the terms of the Staff Handbook and to the observance of all relevant school policies and procedures.

- **Other**

- o Support the Marketing Department by the provision of copy and photos of activities.
- o Support other departments within the College as required, experiencing a wide range of departments.

- o Provide cover supervision for academic lessons and the invigilation of examinations as required.
- o Attend meetings and inset, as required.

### **Person specification**

- **Skills & qualities:**

- o Demonstrably empathetic, kind and tolerant, with a cheerful and positive disposition, a robust sense of humour, and an ability to work with those from a range of cultural backgrounds.
- o Capable of forming close and strong professional relationships, and to working in a team.
- o Flexible, adaptable and prepared to work beyond the narrow confines of the job description.
- o Adaptability and good judgement.
- o Ability to manage the demands of a role which requires flexibility, initiative, and periods of high pressure.
- o The ability to meet deadlines and to work effectively without close supervision, and to self-initiate tasks.
- o Efficiency, organisation, enthusiasm, imagination and creativity.
- o Capable of working effectively and sensitively with a variety of stakeholders and professionals, developing good working relationships with colleagues, and sharing expertise and best practice.
- o Able to manage challenging situations calmly, firmly and fairly.
- o Capable both of individual initiative and of working as a part of a team.
- o Willingness to undertake further professional training/qualifications, as required
- o Able to communicate effectively, both on paper and verbally, listening carefully and articulating clearly.
- o Commitment to being an ambassador for CSFC and Dukes Education, with a strong sense of corporate responsibility.
- o Proficiency with standard ICT packages.
- o Integrity and professionalism.

- **Qualifications and Experience**

- o A degree or equivalent is desirable.
- o Sporting proficiency.
- o Experience of coaching sport and leading teams.
- o Experience of taking part in and leading games lessons.

### **Terms & Conditions**

1. **Remuneration:** £18,988.67 per 10-month contract term, or £1,898.88 per month. (includes accommodation and related bills, meals and council tax).
2. **Contract:** Full time, fixed term contract from September to June (inclusive) with 10 equal payments of the salary made over 10 months, renewable at the discretion of the college for a second year. Additionally, employment on the Cardiff Sixth Form College Summer School is possible subject to suitability and opportunity, under a separate contract. As a member of the boarding team the working hours are before and after the school day, and at weekends. You can expect to have one night off during each week (Monday –Thursday) and to have a weekend rota with one weekend off in three. Boarding staff may be asked to work more than 48 hours a week and will be asked to sign a Working Time Agreement accordingly.

3. **Holiday entitlement:** 38 days, inclusive of bank holidays (normally taken in college holidays including July and August)
4. **Notice period:** 1 month
5. **Probationary period:** 1 term reviewable at discretion of CSFC
6. **Pension:** Inclusion in the Cardiff Sixth Form Pension Plan
7. **Training:** Commitment to ongoing training for safeguarding, health and safety, food hygiene and relevant boarding specific training courses

Cardiff Sixth Form College is an Equal Opportunities Employer and is caring and reasonable in its approach to all staff.

\*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 College.\*