

**Job Title:** TSGraduate Resident Assistant - Business **Job Reference No:** 18-19043 **Responsible to:** Head of Staff Development, Global and Community **Hours per week:** Full time **Salary:** £11,000 per annum + accommodation

**Contract:** 1 year fixed term contract

**Background**

Taunton School is just over 170 years old. It is an Independent School for over 1100 boys and girls, aged from 0 to 18 years with approximately 350 boarders. We aim to challenge, inspire and nurture young people to succeed in a global community.

The main purpose of this role is to support teaching and learning on the BTEC National Diploma in Business, level 3. This will involve in-class assistance, clinics and individual support. Students on this course have a wide variety of abilities and aspirations from pass to distinction, some are EAL learners and others have learning support needs. Knowledge of the BTEC model would be an advantage but a solid grounding in Business theory, or experience, is essential. There would also be an opportunity to assist with the Young Enterprise programme; a nationally recognised business education scheme.

## The Senior School offers GCSEs, A levels, BTEC and the International Baccalaureate, supported by a wide range of academic, music and sporting facilities and opportunities. By offering so much in a full working week, Taunton School encourages participation in areas where pupils are either specialists or simply willing participants.

Many of the students in the Senior School have moved from other parts of the school as well as from other schools. Most make the transition from year 11 into the Sixth Form and from there destinations will include Universities in the UK and abroad, apprenticeships and gap years.

Taunton School is an equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and has achieved the gold standard Investors in People Gold accreditation. Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Overall Purpose**

GRAs play a full role during the school day and participate in weekend sports, trips and activities, they also provide invaluable assistance with boarding house duties. It is a key part of the GRA role to live in and sleep on site and to take most of their meals with students and other staff.

First Aid, Fire and Child Protection training will be given. Hours of work in term time are demanding, however it is always found with such appointments that the more one puts into the life of the school, the more rewarding it becomes.

Taunton School International runs a summer school which GRAs may apply to be involved with and for which separate remuneration is paid

**Main tasks**

GRAs are required to:

* Contribute to the Business department as described above and as directed by the Head of Department. This will involve assisting in academic lessons and will provide great experience for anyone considering a career in teaching.
* Support the House Staff in the House to which they have been assigned by carrying out boarding duties and helping to create a warm and friendly atmosphere and fostering a happy community spirit, especially for students newly arrived in the school. GRAs occupy a very important position in the girls’ and boys’ Houses. When appropriate they may also be students’ confidantes. However, they are first and foremost members of staff and must always ensure that their behaviour reflects that prime professional responsibility.
* Play a full part in the co-curricular life of the school through involvement with evening and weekend activities with boarders as well as games and/or drama/music as required by the Director of Co-Curricular. The opportunity to run one of the school’s teams exists for anyone suitably qualified.
* Assist in the smooth running of the school by contributing to the school duty rota.
* Accompany pupils for medical appointments as required.
* Provide cover for lessons on occasions.
* Attend staff meetings as required.
* Assist with administrative tasks

Please note that the working parameters and distribution of tasks vary according to the requirements of the individual parts of the school and the ages and needs of the students. 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 School.

In relation to the pupils, GRAs are expected to:

* Promote the general progress and wellbeing of all individual pupils under your supervision and care.
* Provide guidance and advice to pupils on educational and social matters or assist them in speaking to an appropriate member of staff about any such matters.
* Be sensitive to social relationships between children.
* Promote good behaviour and be on the lookout for any signs of physical and emotional bullying.
* Be responsible for the pastoral care of each child within any activity, session or in carrying out any of your duties around the School.
* Be familiar with the following School documents:
	+ Rewards and Sanctions, Code of Practice, Anti-Bullying Procedure.
	+ Complaints Procedure.
	+ Principles and Guidelines.
	+ Child Protection Policy.
	+ Keeping Children Safe in Education (KCSIE) Document.
	+ Code of Conduct for staff

In relation to staff GRAs are expected to:

* Liaise with their line manager on at least a weekly basis.
* Participate in Inset Days at the beginning of each term, or as otherwise arranged.
* Actively seek help or guidance from other experienced staff in case of any uncertainty.
* Feed all relevant information –from concerns to congratulations- about children or activities back to the senior staff member responsible for that individual or session.

**Job Skills**

* Enthusiasm about young people in education.
* Using own initiative and being a good role model.
* Specialist in Business.
* Ability to contribute to co-curricular life of the school.
* Caring and sensitive to the needs of all students.
* Cheerful and willing with a flexible and ‘can do’ approach.
* Able to carry out instructions reliably and efficiently.
* Excellent communication skills.
* Leadership skills and taking personal responsibility.
* ICT literate
* Able to give attention to detail