

Cheltenham College Preparatory School Graduate Tutor

Please read in conjunction with the Gap Student/Graduate Tutor Key Policies and Duties booklet.

Organisation:

The following people provide management direction for the Graduate Tutor:

- The Deputy Head (Operations) - holds overall responsibility for Graduate Tutor including constructing their timetable and allocating the duties that they will need to supervise during the school day.
- Head of Boarding – holds responsibility for Graduate Tutor in relation to boarding.
- Heads of Department – hold responsibility for the Graduate Tutor in all lessons, as well as matches.

Graduate Tutor Key Responsibilities

General Duties

The role of a Graduate Tutor is a varied one at The Prep. The majority of time will be given over to providing support by taking duties and providing supervision; assisting in Games, PE, Art, D&T and Kingfishers).

The Graduate Tutor will be expected to:

- be aware of the School Child Protection and Behaviour policies and know what is expected of children and staff, appropriately reporting incidents of concern.
- attend meetings – departmental / whole school, as required.
- attend relevant training courses or meetings.
- verbally feedback to staff about pupils' achievements and occasionally in written form.
- teach groups of children under the direction of the teacher – as requested
- take an active part in the wider community life of the school.

Cover

A key responsibility of Graduate Tutors is to provide cover for lessons for which the normal class teacher is not available through illness or in order to free the teacher to attend training or meetings.

Where the Graduate Tutor is required to provide cover a lesson plan will be provided. Most lesson plans in such circumstances require intelligent supervision to support the pupils to progress and develop work they are already familiar with.

Supporting Sporting Activities

Assistance in the PE and Sports Departments is required for a variety of administrative tasks, clubs, equipment and maintenance, duties and general support to the programme.

This will include preparing equipment, preparing for and accompanying home and away fixtures, to umpire or referee matches and to assist teaching staff with supervision of changing rooms. The Tutor may also be asked to write or contribute to post match reports.

Support for Teaching Colleagues

Graduate Tutors are required to provide a reliable and trustworthy support to the teaching staff. This includes ensuring an excellent level of preparation and timekeeping in relation to timetabled activities.

Graduate Tutors will also be involved with the preparation and setting up of school events, to include Sports Days and Swimming Galas and to participate in clubs/activities, where appropriate.

Boarding

A key responsibility of Graduate Tutors is to assist the Head of Boarding and his/her team in the care of the boarders (please refer to the Boarding Handbook). This includes supervising bedtime and wake-up routines in dorms, supervising prep (homework) sessions as well as supporting **evening and weekend** recreation activities for the boarding pupils.

General Responsibilities

- To uphold the principles of Cheltenham College Preparatory School
- To follow the rules and guidelines for teaching staff (see Staff Handbook) and specific job description.
- To undertake other responsibilities for which, those responsible, consider being appropriate to the role.
- To follow the laws of the land and the School with regards to the use of alcohol, drugs, sexual relationships and tobacco products.
- To avoid involvement in activities that may bring embarrassment to the school or Graduate Tutor.
- To take responsibility for the general welfare of the children in the school, in conjunction with teaching and support staff.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Code of Conduct and Safeguarding and Child Protection Policy 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, she/he must report any concerns to the school's Designated Safeguarding Lead.

Terms and Conditions

Hours: Approximately 50 per week (34 weeks of the year)

Salary: Depending on age, the salary for this role will be between £15,927 and £16,975 per annum. The cost of accommodation and all meals (during term time) will be deducted. The accommodation is available to the Graduate Tutor for 50 weeks of the year.

Benefits: Free membership to College's gyms and pool.