



Rye St Antony
O X F O R D



Graduate Assistant
September 2019

The School

Knowing and nurturing our pupils as individuals has always been the mission of Rye St Antony, recognising their unique talents, individual strengths and extraordinary potential.

Excellent teaching and exemplary pastoral care, supported by superb facilities and a wide range of opportunities, allow our pupils to thrive academically and personally. We want them to love learning and to be curious and creative. From the youngest Nursery children to the impressive young women of our Sixth Form, Rye pupils learn to think, to question, to express themselves, to value what is truly important, and to use their education to go out into the world to make a difference.

In the Prep School pupils learn numeracy, literacy, science, the humanities, computing, music, drama, sport and languages. Our small class sizes enable teachers to meet the individual needs of every pupil and we offer a broad and diverse curriculum. Our standards at Key Stage Two in reading are well above the national average, and pupils consistently perform above the level expected for the age in reading.

In Senior School, pupils study the core curriculum subjects of English, Mathematics, Religious Studies and the Sciences, and French, Spanish and Latin are offered to all. The Humanities are also taught within the main curriculum. Pupils excel at Drama, Art and Design, Sport, Music and Food and Nutrition – all important components of the curriculum, and subjects for which there are ample opportunities for further exploration within our enrichment programme. Girls can choose from 17 GCSE and 24 A Levels as they progress through the school. On average, they will go on to take 10 GCSEs and three A Level subjects alongside an Extended Project Qualification (EPQ) or Leiths Introductory Certificate in Food and Wine.

Enrichment is an important component of life at Rye, providing a perfect balance with academic learning. Our extensive and imaginative range of enrichment activities are created to fit girls' interests whilst helping them to accept challenges and grow in confidence and self-awareness.

Classes in Sixth Form are small and intimate – similar in style to university tutorials and pupils are expected to question, challenge and discuss, learning to think independently. Resources include excellent IT facilities, study centres, the school library and organised visits to conferences, study centres and exhibitions relevant to each course.

The school is based in twelve acres of beautiful woodland and is only one mile from the centre of Oxford with all the attractions, theatres, galleries and museums that the city has to offer. It was founded in 1930 by Elizabeth Rendall and Ivy King who were inspired to start a Catholic school in Oxford during a visit to the Sussex town of Rye and its Church of St Antony. The school began in Hamilton Road, soon moving to Woodstock Road and then in 1939 to Headington when Langley Lodge was acquired. The Croft and The Cottage were purchased in 1945, and a steady programme of building and refurbishment has followed. Our latest additions include a new entrance and reception area, the Henwood technology building and a wonderful new Reception classroom with an adjacent outdoor classroom.

The school is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Please see the website (www.ryestantony.co.uk) for further information.



The Post

The school seeks to appoint an enthusiastic and motivated graduate to join our housestaff team. The post would suit applicants considering teaching as a career, but applications from other fields are welcome. The post is residential and a fixed-term contract for the period 29 August 2019 – 8 July 2020.

The Croft and Cottage boarding houses cater for approximately 70 pupils in total, from Years 5-13. Girls share dormitories in The Croft, the smallest dormitories accommodating two pupils and the largest dormitories accommodating six pupils. Girls in years 11, 12 and 13 have single study bedrooms in The Cottage. The Graduate Assistant will work with a team of staff including the Senior Housemistress in each house and the Head of Boarding, to whom she is accountable.

Responsibilities include:

- safeguarding and promoting the welfare of girls in the boarding house
- supporting the Christian ethos of the school and giving help and support where needed
- monitoring the academic and pastoral development of the girls
- maintaining appropriate standards of behaviour by the girls
- ensuring that the general atmosphere of the house is conducive to study at the designated times
- supervising the boarding house and assisting with administrative duties related to the running of the house
- assisting with matters concerning girls' health as directed by the School Nurse and in accordance with the School's procedures
- keeping relevant records as required
- supporting with the organisation and supervision of weekend and evening activities
- supervising meal times and bed times when on duty
- assisting with the closing down of the house in the evenings
- organising the collection and return of laundry
- liaising with the Housekeeper and cleaning staff concerning the upkeep of the house
- reporting any maintenance issues in the boarding house and liaising with maintenance staff
- liaising with the Catering Manager and kitchen staff concerning food

Graduate Assistants will have the opportunity to establish a link with a department within the school, and thus to gain further relevant experience of education. Please express your areas of interest in your application.

It is important that the Graduate Assistant enjoys life in a community and in the company of young people from both the UK and abroad. She should be flexible, sensible, approachable, enthusiastic, energetic, considerate and a good communicator. She will liaise regularly with the Head of Boarding, housestaff, teaching staff, support staff, parents and guardians. Ideally she will have a clean UK driving licence and an up-to-date first aid qualification. The ability to drive a minibus would be an advantage.

Pay and benefits

The annual salary for the post is £11,200 (pro rata for the period of the fixed-term contract).

Single accommodation is provided during term time and school holidays for the duration of the fixed-term contract. All meals are provided during term-time. Staff have access to a kitchen and laundry areas for personal washing. Staff benefit from access to the school's Fitness Suite, and use of the outdoor heated swimming pool in the summer term.

Holidays

Graduate Assistants will be required to work not more than five and a half days a week with one and a half days off consecutively. In addition to all other holidays, Graduate Assistants will be entitled to one weekend off work in each term, the dates to be agreed with the Head of Boarding. At each half term Graduate Assistants will be entitled to take time off from the evening of the first Friday of half term (once all the boarders have left the house) until lunchtime on the second Sunday, boarders returning to the boarding house during the afternoon.

How to apply

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Headmistress, Mrs Sarah Ryan, and sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk; 01865 229227) or a hard copy can be posted to Ms Phelips at Rye St Antony, Pullen's Lane, Oxford OX3 0BY.

For an application form, please contact Ms Ellen Phelips (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website. Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Thursday 14 February 2019 and interviews will be held on Tuesday 26 February 2019.

Safeguarding

Candidates must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Headmistress before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.

January 2018