



Residential Graduate Tutor

The Graduate Tutor should expect to participate wholeheartedly in school life as well as the Boarding programme of the school. The role includes several easily identifiable functions, but much of the most important work of tutoring in a Boarding house is less easy to define with precision. The role includes a good deal of supervision of children and their routines, ensuring that things run smoothly, but it is above all a pastoral role. All members of the house staff have a primary responsibility to provide welfare and care for the children while they are away from home.

It is hoped that the Graduate Tutors will learn quickly from the members of staff that they are working alongside. You will learn effective teaching methods and techniques which encourage respect and good behaviour from the pupils.

Job Description

The role as a Graduate Tutor at Repton Prep is wide and varied, often different on a daily basis. You should be prepared to be flexible and proactive to assist with both the learning in the classrooms and sporting environments or as part of the thriving extra-curricular programme. In your role you will report to the Deputy Head Pastoral and Boarding as your line manager, whilst also benefitting from subject specific mentors who will guide and assist you.

The Academic Environment

The Graduate Tutors will be regarded as a member of staff and will have the full backing of the Senior Management Team. They will be expected to follow procedures as set out in the Staff Handbook and School policies.

General Expectations:

- Be a good example to pupils.
- To have read the school policies and staff code of conduct documents and understand where to find them.
- To develop positive relationships with the children
- To ensure that the children are kept safe and happy within the school environment.
- Before the term begins attend a meeting between the Graduate Tutor and the Head of Department to satisfy both parties that they are ready to start work in the classroom.
- Attend all Inset days.
- As part of the commitment to professional development – the Resident Graduates may be invited to attend the Monday evening training programme.

In the classroom:

- Initially helping as a classroom assistant leading to the delivery of lessons, coaching of squads and the coaching of activities throughout the school
- To provide teaching cover on an occasional basis and, if ready and wishing to do so, to take a small number of regular teaching lessons
- To undertake the supervision of Prep sessions
- Actively support pupils with their learning, providing subject-specific guidance and advice in study skills
- Assist academic staff with the development of learning materials both in hard copy and online.
- To provide support as a Teaching Assistant in other academic areas with a variety of year groups
- Attend regular meetings with your mentor.

In a Sporting Environment:

- Helping with the teaching of a range of PE, Sporting activities & Swimming – demonstrating, coaching, awareness of safety procedures, getting out equipment, supervising changing/showering etc.
- Coaching and umpiring / refereeing games, home and away, as advised by the Director of Sport on all practice and match days in all three terms of the school year.
- Attending coaching and professional development courses as directed by the Director of Sport.
- De-reg pupils from activities at the end of the school day
- Assist staff with the running of fixtures, organising children and helping collect packed lunches.
- Have a willingness to help with administrative tasks on occasion as required by the Director of Sport.

The Boarding environment:

Boarding House Graduate Tutors help the Houseparents and House Assistants with pupils who are boarding at Repton Prep. They form part of the Boarding Tutor Team and their contribution and feedback are valued by all staff.

Your duties are likely to include:

- Assisting House Parents in the day-to-day running of the House
- Assist with maintaining discipline within the house and encourage Boarding Prefects to take responsibility for ensuring pupils behaving appropriately.
- Record Pastoral concerns or incidents and ensure that all relevant staff are informed.
- Communicate with Houseparents/House Assistant if any pupil is not behaving and is not being tolerant of others or is not listening to the Tutors instructions. The Houseparents/ House Assistant can then intervene and if necessary, issue a punishment i.e. early bed, no tuck etc.
- Chat to Boarders and listen to any concerns they may have or worries. Also observe any unexplained injuries, bruising etc. If the Tutor is concerned about what they see or hear they must report to the Houseparent's and/or House Assistant.
- Attend boarders' breakfast and evening meal daily unless off duty.
- Be a positive support to House Parents whilst in the boarding house.

- Have a willingness to help with administrative tasks on occasion as required by the Houseparent or Deputy Head Pastoral and Boarding.
- Be aware of the fire safety policy and help to ensure rapid and safe evacuations when necessary.
- Assist Houseparents/House Assistant with supervision of showers and the evening routine.
- On a rota basis, Graduate Tutors are timetabled to work evenings and weekends assisting with the supervision of duties and trips as directed by the Deputy Head Pastoral & Boarding
- To work Sundays on a rota with the other Boarding Tutors during term time
- To help prepare houses for the return of Boarders at the start of each term.
- Where qualified, and following successful training, drive the school minibuses as required.
- The Deputy Head Pastoral and Boarding should be consulted if Tutors are changing timetables through illness or other reason for not being available. All absences are to be reported.

Activities/Clubs

- Contribute to boarders' activity programme as directed.
- These occur either at the end of the day or in the evenings (with the boarders), similar to sports lessons.
- Possibly assist with drama & music productions

Boarding Trips

- We shall endeavour to get you involved in as many school outings as possible to enhance pupil experience.
- Assist staff with the running of the trip, organising children and helping collect packed lunches.

Guidance

General

- It is important for all Tutors to ask permission from the Deputy Head Pastoral and Boarding before making any external commitments such as babysitting for staff or parents or other forms of working during evenings including weekends outside this job description.
- School events during term time take priority over outside commitments.
- Occasionally, Graduate Tutors may be asked to help out at the other school site.

Safeguarding

- Graduate Tutors must follow the school Safeguarding and Child Protection policy, they must confirm that they have read the schools policy and the Keeping Children Safe in Education document.
- Graduate Tutors must not contact or accept friend requests via social media from pupils.

Visitors

- There will be occasions that the Graduate Tutor wishes to have visitors to the school, these may be family or friends, these visits must be arranged in advance and details passed to the Deputy Head Pastoral & Boarding.
- Visitors are not permitted to stay overnight in the school accommodation during term time whilst the pupils are in the school.

Accommodation

- Accommodation will be available to the Graduate Tutors throughout their contract.
- Free meals are served by our celebrated catering department during term time, the expectation is that staff will sit with the children during mealtimes.
- DIY Laundry facilities are available onsite at no extra cost.
- Free Wi-Fi access
- Free membership for use of the Gym and Sport Facilities at our Senior school site.

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.