

# FARLEIGH

## SCHOOL

<b>JOB DESCRIPTION</b>	<b>Residential Graduate Assistant</b>
<b>Responsible to:</b>	Graduate Assistant Coordinator & Deputy Head (Pastoral)
<b>Contract type:</b>	One-year fixed term contract
<b>Particular Tasks &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support the boarding house staff in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for students newly arrived at the School.</li> <li>• Assist the PE / Games staff in the weekly programme of sports department with their activities (as appropriate).</li> <li>• Participate in the evening and overnight duty rota under the direction of the senior member of staff on duty. Duties will include supervising prep, helping with bedtimes and providing overnight staff cover in the boarding house.</li> <li>• Participate in the weekend duty rota under the direction of the house staff. Duties will include organising and actively engaging in games and activities. On a rota basis, escort young boarders to and from London at Exeat weekends.</li> <li>• Accompany staff on excursions and activities as required.</li> <li>• Assist administration of daily staff cover schedule. This would also require the covering of lessons on occasions.</li> <li>• Supervise students during break times and assist with classwork on a 1:1 or small group basis.</li> <li>• Work with pupils during prep (homework) sessions to ensure they are working on task and supporting their needs.</li> <li>• Attend staff meetings as required.</li> <li>• Any other duties commensurate with the role.</li> </ul>
<b>Person Specification:</b>	<ul style="list-style-type: none"> <li>• Enthusiastic about the education of young people.</li> <li>• Ability to use own initiative and act as a good role model.</li> <li>• Keen sports coach or specialists in Music / Drama / EAL / SEND.</li> <li>• Caring and sensitive to the needs of all students.</li> <li>• Cheerful and willing with a flexible and 'can do' approach.</li> <li>• Ability to carry out instructions reliably and efficiently.</li> <li>• Excellent communication skills.</li> <li>• Demonstrable leadership skills</li> <li>• Ability to work individually and as part of a team</li> <li>• ICT literate.</li> <li>• Able to give attention to detail.</li> <li>• As a Catholic school, there is an expectation that staff uphold the values and ethos of the school. Being a practising catholic is not a pre-requisite but would be welcomed.</li> </ul>
<b>Review:</b>	This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
<b>Safeguarding</b>	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.