

### **Queen Margaret's**

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home.  
A family of learning and belonging.  
In a truly inspirational setting.

We are somewhere each and every girl can thrive.  
Where they'll be happy and healthy.  
Grow their knowledge, skills and confidence.  
And make friends for life.

Somewhere that's the bedrock for success.  
Opens up opportunities and possibilities.  
Inspires them to forge their own future.  
And gets them ready for life, whatever their calling

We nurture girls to fulfil their ambitions.  
To realise their potential.  
To become the best women they can be.  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities – academic, sport, extra-curricular and social. No airs and graces, no frills or makeup, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the support available we are proud that we are continuing to make a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok and many board, not because they have to, but because they want to.

The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women. To be part of our team you will want the girls to be at the heart of everything you do during your time here.

Because of that, beyond the specific requirements of the job explained below, we are looking for staff with personality and the ability to support and encourage girls. You put your heart and soul into developing your practice and improving on what you do. You will know the value of boarding school life. A team player, you are likely to want to spend time with colleagues and enjoy getting to know them and involvement in the boarding community.

### **Working at Queen Margaret's**

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff of whom over 90 are teachers. The majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time (in normal times) meals are provided when you are on duty.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. Our term dates are shorter than schools in the state sector though we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

The School day starts at 08:15 and finishes at 16:30 but most girls stay after this time either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including Horse Riding, Squash and Tennis coaching plus clubs as diverse as Debating, Fashion, Philosophy and Swimming. We have extensive sports facilities and all girls play Hockey, Lacrosse, Netball and Rounders as well as an array of other sports. Day girls are able to stay until 19:30.

We are not a particularly selective school, we are, after all, a place where each and every girl can thrive. In 2020 76% of girls taking A levels achieved 3 or more A\* to B grades and an equally impressive 93% of girls achieved on or above their test based ALIS targets. We assess all girls on entry to the school and those in need of additional support are overseen by our PASS department. Class sizes are small with the largest classes being no more than 15 girls, many are less.

### **Boarding at Queen Margaret's**

There is flexibility in our boarding offering, many girls board on a full time basis, others for as little as one day a week. Boarding houses are arranged "horizontally" but balanced with the wish to support as much cross-year integration as possible. We anticipate that in 2021 this will comprise five houses, with Years I and II and II and IV boarding together, and Years V to Upper VI in individual year groups. As far as possible in this COVID world our aim is to provide a happy home from home environment where boundaries are established and girls can blossom. Although initially appointed to one of these houses, house staff periodically may be required to move to a different house to meet the needs of the School. Residential Assistant Housemistresses live in flats within or near to their Boarding Houses and operate under the leadership of their Housemistress and the Director of Boarding.

The full team of Pastoral Staff within the School as from September 2021 will be:

- Head – Mrs Sue Baillie
- Senior Deputy Head & Designated Safeguarding Lead
- Director of Boarding & Deputy Designated Safeguarding Lead
- Chaplain

- 5 Housemistresses
- A team of full time and day time Assistant Housemistresses
- A team of residential Graduate Assistants

### **Residential Graduate Assistant**

The primary role of all Residential Graduate Assistant is to assist in delivering outstanding pastoral care for the girls in the school, under the leadership of a Housemistress and the Director of Boarding you will help to provide a relaxed, warm and caring environment which the girls are happy to call 'home'.

The Residential Graduate Assistant supports the Housemistress, sharing the day to day concerns of caring for the girls and all aspects of running the boarding house. The duties and responsibilities of the assistant will depend not only on the age and therefore the needs of the girls in the house, but also on what is agreed with the Housemistress, the Director of Boarding and the Head bearing in mind the appointee's individual skills and other commitments within QM from time to time.

The Residential Graduate Assistant duties will include:

- supporting the Housemistress in providing pastoral care for the girls; taking an interest in their concerns and discussing and resolving issues that are worrying to the girls
- working with the rest of the residential team to provide a safe, healthy & happy environment for girls to enjoy
- being aware of the National Minimum Standards for Boarding Schools and of the School's policies in place to ensure that it is compliant with those standards, especially those dealing with Safeguarding, Countering Bullying, Promoting Good Behaviour, Fire Safety and Health and Safety
- reporting any concerns over the safeguarding of girl's personal wellbeing to the Designated Safeguarding Lead or his Deputies
- assisting the Housemistress with disciplinary matters; following the discipline policy and keeping accurate records of events, which must be forwarded to the Senior Deputy Head and Head
- being aware of the School's Plan of Day, term dates and calendar entries, as detailed on the School website and on iSAMS. Referring to the regular up-dates and being aware of the implications of these for girls in her house.
- ensuring the girls are in bed and at breakfast on time, checking their uniform, ensuring bedrooms and workrooms are kept in a good state of tidiness etc.
- assisting in the organisation and delivery of weekend and special House activities and events
- reporting any urgent in-house damage or repairs required to the Estate Department and follow up completion of the work required
- assisting with laundry procedures relevant to the year group including mending clothing and sorting out lost property
- maintaining boarding house routines including checking that girls are tidy and the house is suitably presented to parents and friends
- liaising with the Health and Wellbeing Centre in ensuring that appropriate care is given to girls who are ill including the correct dispensation of the required medication
- ensuring that the School's policies in connection with the storage and administration of medication

- are complied with
- keeping a log of girls' pocket money
  - collecting provisions for the boarding house so girls have access to fresh food during evenings and weekends
  - attending all relevant training and professional development as required by the Director of Boarding or the school's Health & Safety Officer
  - assisting with general duties around the school, e.g. tuck shop, dining room duties, as required
  - attending all school functions including concerts, House events and competitions, assemblies and chapel services with the girls and other members of the boarding house, appropriately dressed and punctual for each occasion
  - ensuring that girls are correctly dressed in tidy school uniform or suitable mufti, as appropriate
  - promoting good behaviour and respect amongst the girls in the boarding house
  - liaising with the catering staff about any special dietary requirements for the girls
  - maintaining comprehensive and clear records (in line with school generic documentation) about the girls in her care, as directed by the Housemistress
  - being available at all times (whilst on duty) to the girls in her care and their parents/guardians
  - accompany boarders to medical appointments/IELTS exams etc
  - accompany teaching staff on school trips/activities
  - assist in out of term pre-sessional schemes or at Stay in for Leave Out as mentioned below
  - meet girls at UK airports before the start of term and escort them to School or to their Education Guardian if requested to do so
  - liaise with and act under the direction of the Admissions department in the delivery of successful taster visits and other exercises to market the School

**Additional Responsibilities**

In addition to her role within the Boarding House, the Resident Graduate Assistant will also be expected to take on other responsibilities within the School, depending upon her qualifications and experience. By way of example only, responsibilities may include:

- Coaching/directing sports teams and assisting in the work of the Sport Department which may include lesson planning, coaching and umpiring at fixtures
- Contributing to the academic or enrichment life of the school including assisting with School drama productions as necessary
- Contributing to the delivery of the PSHE programme (personal, social and health education)
- Coordinating a (vertical) House, major club or activity
- Coordinating activity programmes or trips etc

**Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience of working with young people in a boarding school setting		☐

Be first aid trained / willing to train in first aid	<input type="checkbox"/>	
Be committed to safeguarding the physical, emotional and mental well-being of young people	<input type="checkbox"/>	
Understand the importance of developing appropriate working relationships with young people	<input type="checkbox"/>	
Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation	<input type="checkbox"/>	
Be responsible, honest & reliable	<input type="checkbox"/>	
Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff	<input type="checkbox"/>	
Possess good organisational skills	<input type="checkbox"/>	
Understand the importance of attention to detail	<input type="checkbox"/>	
Have the ability to work with flexibility & with initiative	<input type="checkbox"/>	
Have the ability to work well and harmoniously within a small team	<input type="checkbox"/>	
Be adaptable and self-motivated	<input type="checkbox"/>	
Set high standards for self and others	<input type="checkbox"/>	
Be able to delegate	<input type="checkbox"/>	<input type="checkbox"/>
Be able to motivate	<input type="checkbox"/>	
Be willing to hold people to account	<input type="checkbox"/>	
Willing to engage in the wider life of the school	<input type="checkbox"/>	
Keen to run a wide range of outings and activities	<input type="checkbox"/>	
Be helpful and have a calm & professional disposition	<input type="checkbox"/>	
Possess a professional manner & attitude	<input type="checkbox"/>	
Be energetic, enthusiastic and caring	<input type="checkbox"/>	
Be fully committed to boarding school life	<input type="checkbox"/>	
Have a clean driving licence and be willing to undergo minibus driving training	<input type="checkbox"/>	<input type="checkbox"/>

### **Terms and Conditions of Employment**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be set out in a letter of appointment.

#### **1. Appointment**

The Residential Graduate Assistant is appointed by the Head subject to the checks and enquiries set out

in the School's Recruitment Policy. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

## **2. Fixed Term Contract**

This appointment is for a fixed period starting as soon as possible and ending on Monday 4 July 2021. The term is renewable at the discretion of the School.

## **3. Line Management**

The Residential Graduate Assistant reports to the Director of Boarding via the Housemistress in charge of the Boarding House to which she is allocated from time to time.

## **4. Committees**

The Residential Graduate Assistant shall attend all meetings that are required to give updates on girls in their care. Staff Briefings and Boarding Meetings are held to discuss operational matters and the Residential Graduate Assistant may be asked to represent their team from time to time on other school committees to help formulate policy.

## **5. Professional Development & Appraisal**

The Residential Graduate Assistant shall participate fully in the School's professional review process and seek opportunities to progress their development as a member of the pastoral team through training, observation and discussion.

## **6. Probationary Period**

This appointment shall be subject to a probationary period of one complete academic term during which the appointment may be terminated on two weeks' notice. This period may be extended by notice in writing given before the expiry of the initial period.

## **7. Safeguarding**

The Residential Graduate Assistant shall be fully aware of best practice relating to Safe Recruitment and Child Protection and will understand the School's Safeguarding and Countering Bullying Policies. She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare as appropriate.

## **8. Marketing**

The Residential Graduate Assistant, like all other members of staff, is responsible for the marketing of the School through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside school. It is hoped that the Housemistress will offer ideas regarding the marketing of QM.

## **9. Enrichment & Activities**

The Residential Graduate Assistant should have an interest in and willingness to support all school activities and should discuss with the Deputy Head opportunities to enhance the School's programme of events.

## **10. ISI Preparations**

The Residential Graduate Assistant shall help the School prepare for inspection by reviewing and updating documents, as requested

**11. Working Hours**

This is a full time role in a busy boarding School, in which girls require around-the-clock support. In conjunction with the Director of Boarding and fellow Housemistresses, the appointee shall receive a period of time off of 48 hours per week. In addition, the appointee will be entitled to 2 hours downtime per day plus an additional 4 hours per week to be taken as appropriate to the needs of each Boarding House. The Residential Graduate Assistant should expect to be on first-call overnight on up to five nights per week depending upon the rota and should expect to assist on up to 10 days (and nights) over the year, on the Stay in School for Leave Out Programme that operates on all Leave Out weekends or on a pre-session scheme and to be required before the start of terms to be available to meet girls at UK airports and escort them to the School or to their Education Guardian if required .

**12. Sick Pay and Family leave**

The School operates discretionary sick pay and Family leave policies details of which are available on the VLE.

**13. Holiday Entitlement**

The Residential Graduate Assistant shall be entitled to the statutory minimum holiday entitlement (currently 28 days calculated pro rata) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Director of Boarding, including attendance at Training Days and Results Days, as required, the appointee will not normally be required to work during normal school holidays save for the additional days (and nights) mentioned above.

**14. Request for Absence**

The Residential Graduate Assistant shall make any requests for absence during term time in writing (letter or email) to the Director of Boarding, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

**15. Salary & Pension**

The salary for the post is £16,000. The salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable. The appointee may be enrolled in QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).

**16. Notice Period**

Subject to the provisions of item 6 above in relation to the probationary period the appointee is required to give the School one complete term's notice (to be served whilst the School is in session) of her intention to leave this post.

**17. Meals**

Food and refreshments are provided during term time.

**18. Accommodation**

Accommodation is provided within the School for the purposes of fulfilment of duties, subject to the terms of a special license agreement. Accommodation shall only be provided whilst the appointee is in the role as described and may change from time-to-time for operational reasons. Permission to remain

in residence during school holidays is granted at the discretion of the Bursar.

### **19. Safeguarding & Child Protection**

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Designated Safeguarding Lead and the Head.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

**Only applications from female applicants will be considered. This is a genuine occupational requirement in accordance with Schedule 9 Part 1 of the Equality Act.**

**Queen Margaret's School**  
Escrick Park  
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