

# St Mary's School, Calne

**Headmistress: Dr Felicia Kirk, BA (University of Maryland),  
MA and PhD (Brown University)**



## **Graduate Assistant (Lacrosse)**

**Full-time, Fixed-term  
September 2018 until July 2019**

St Mary's is a leader in the field of girls' independent boarding education. It has over 340 girls aged 11-18, including 100+ girls in the Sixth Form. Almost all of the girls go on to university, several each year to Oxbridge, to read a wide variety of subjects, and results in public examinations are consistently excellent. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are seeking to appoint a dynamic, highly motivated graduate with excellent communication skills, to assist with the provision of Lacrosse within the school and, in addition, to undertake a significant number of boarding duties. The position would suit an enthusiastic, committed and forward looking graduate who would be keen to contribute to all aspects of life in a boarding school and who might, in the longer term, be considering a career in teaching.

## **The School: its Ethos and Aims**

St Mary's believes in excellence in all respects. As a school community, we thrive amidst a culture of high expectation and the education which we seek to provide nurtures and develops the concept of high performance.

The principal aim is to develop well-rounded pupils who are equipped to excel as adults. Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone to strive for excellence in a wide range of spheres.

We aim to inculcate habits for life, enabling the girls: to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular activities and opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

## **The Post**

The Graduate Assistant will be responsible to the Deputy Head but report to the Housemistress of the House to which he/she is attached and the Director of Sport on a day to day basis.

The Graduate Assistant's role is multi-faceted and this requires the individual to be a confident, well-rounded personality who enjoys life in a community and is flexible, sensible, energetic, and a good communicator.

The Graduate Assistant will work 6 days a week including several evening duties in a boarding House and at the weekend. A day off during the week will be given.

Accommodation will be provided; all bills are paid by the school. All meals can be taken in school during term time.

## **Expectations of Members of Staff**

Most importantly, we are looking for an enthusiastic and energetic person who will inspire his/her pupils and who can engage sympathetically with young people. The Graduate Assistant will: make an active contribution to the school as a whole; stretch pupils of all abilities to achieve their potential; be innovative and dynamic in order to ensure effective delivery. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of the staff with whom they engage.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

## **The Role of Resident Graduate Assistant (Lacrosse)**

### **Physical Education Department**

There are eight members of the Physical Education Department (some of whom hold other responsibilities) who are all under the direction of the Director of Sport. In addition, there is an independently run Tennis Academy and various other specific sports co-ordinators. The successful candidate will have the necessary energy and expertise to teach Physical Education across the whole range of activities but with particular expertise in Lacrosse and Hockey.

The main winter sports are Lacrosse, Hockey and Netball, with Swimming, Gymnastics and Dance taught to the Fourth Form. Other sports such as Badminton, Zumba, Yoga and Spinning are taught as part of the senior sports options. The main summer sports are Tennis, Athletics and Swimming. All members of the department are expected to contribute to the teaching of each of the age groups.

Teams are run in all age groups for Lacrosse, Netball and Hockey in the two Winter Terms and Tennis and Athletics in the Summer Term. Team practices, which all junior girls and members of senior teams are expected to attend are held at lunchtimes. A strong Swimming squad trains and competes; Swimming takes place all year round. Ballet, fencing and private tennis and can also be taken as paid extras.

Facilities include 7 hard tennis courts and netball courts, a full-size floodlit astro which provides an additional 12 tennis courts in summer, 2 grass lacrosse pitches, a gymnasium, a hall used for dance and volleyball, a fitness studio, a dance studio and a 6 lane indoor swimming pool. There are additional grass pitch facilities off site where Lacrosse matches and Athletics fixtures take place on a Saturday.

### **Contribution of the Graduate Assistant**

The Graduate Assistant will be involved in the coaching and umpiring of Lacrosse across all age groups. S/he will be solely responsible for at least one team although there may be times when there is a requirement to be in charge of other teams on Saturday match afternoons. S/he will be also expected to contribute to the PE department by attending departmental meetings, helping out with other PE sessions when necessary and taking on some administrative duties to support the department.

During the summer term, the graduate assistant will be expected to help out with either Tennis, Athletics and/or Cricket.

### **Boarding Duties**

Graduate Assistant, who will be attached to one of the seven boarding houses, is responsible for assisting all other members of the House team in all aspects of the girls' welfare and pastoral life. He/she is expected to work as part of the House team and to share in the administrative, supervisory and pastoral duties undertaken by the team. On a flexible basis, it is expected that a Graduate Assistant will be on duty on a number of evenings during the week and also at weekends, providing assistance in the House. All staff who are involved in residential boarding roles have one full day off during the week when there is no expectation that they will perform any duties.

Graduate Assistants are expected to contribute to the extensive programme of activities which take place at the weekends – both on a House basis and across the school. This may involve assistance either during the day or in the evening or both. Helping to organise, supervise and accompany trips and activities is a key part of the role.

General duties may include some or all of the following:

- To complete registration in House and supervise morning and evening activities.
- To help to ensure the safety and wellbeing of girls at all times.
- To assist in the organisation of extra-curricular activities in the evenings and weekends and to accompany extra-curricular trips as requested.
- Various duties associated with travel including the duty travel mobile phone and escorting coaches at exeats.
- To supervise the girls' supper one evening per week.
- To escort and help supervise girls in other Houses, as directed by the Senior Mistress
- To assist in collating information about the girls' Weekend, Exeat, Half Term or Beginning/End of Term travel plans, liaising with parents as necessary.
- To maintain House daily logs, diary and records of concern.
- To attend House Staff Meetings and any additional House Meetings as required.

No outline of responsibilities can encompass all that may be asked of a Graduate Assistant; at the heart of the role is an active enthusiasm to interact with young people. An ability and willingness to become involved in, and contribute to, the wider life of the school is expected.

Working in a Boarding school does not naturally lend itself to the rigid definition of hours. However, certain principles do apply:

- House Staff must expect to be in school for at least 48 hours before and after the beginning and end of terms; all should be back on duty at least half an hour before the earliest time girls may return on the evening of return from Exeats and Half Terms.
- While on duty, the Graduate Assistant must at all times be immediately accessible, whether in the House or elsewhere in the school.

## **Person Specification**

### **Essential requirements**

- A desire to work with young people and their parents
- An ability to work in a team
- Good and demonstrable organisational skills
- ICT skills e.g. a working knowledge of Microsoft Word and Excel
- Responsible attitude to work
- Effective communication skills
- An ability to show an empathetic approach
- An ability to define appropriate boundaries
- Willingness to commit to the boarding ethos of the school
- Excellent communication skills with pupils, parents and staff

- Able to prioritise and manage time effectively
- Able to work in an enthusiastic manner bringing new ideas and suggestions
- The desire for excellence in all areas
- Flexibility
- An ability to coach Lacrosse from Year 7 to Year 13

### **Desirable requirements**

- An ability to coach another sport(s)
- An ability to help with Health Related Fitness and Strength conditioning

### **Further details and how to apply**

Accommodation will be available with this post and all meals are provided during term-time.

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

An application form may be downloaded from the website or can be sent on request. Please contact the following:

Mrs Karen Turner  
St Mary's School  
Calne  
Wiltshire  
SN11 0DF

Email: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

Tel: 01249 857 338

A fully completed application form, together with a covering letter, should be sent by email to: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org) **Email is very much our preferred method of receiving applications.** If this is problematic, please contact us by telephone on the above number.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: **Midday on Monday 5<sup>th</sup> March 2018**

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

## **Extract from ST MARY'S CHILD PROTECTION POLICY**

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or class. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2016*. Our policy takes full regard to *Working Together to Safeguard Children 2015 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.