

Application Pack

for the position of

Resident Tutor for January 2020

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

In 2018 at GCSE St George's was placed in the top 4.5% of Schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected

  
@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts and gym, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive sports pitches and a new 25m 6 lane indoor swimming pool.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2019:

GCSE: 23% 9/8 or A*, 44% 9-7 or A*-A, 96% 9-4 or A*-C

A Level: 34% A*-A, 99% pass rate

The Department

Reporting to the Deputy Head (Pastoral), the Resident Tutor provides academic and pastoral support to pupils within the boarding community; working with Housemistresses to provide supervision of boarders during weekends and evenings and assisting academic departments.

St George's has three boarding houses:

Markham accommodates pupils in Years 7-10.

Knatchbull accommodates pupils in Years 11 and 12.

Loveday accommodates Year 13.

There are ten resident members of the Pastoral Team. The Deputy Head Pastoral is in overall charge and is assisted by three Housemistresses who lead a support team of Resident Tutors.

The post is for the Spring and Summer terms 2020 with the option to extend to the end of the 2020 - 2021 academic year by mutual agreement.

Person specification

The Resident Tutor must possess excellent communication skills when dealing with parents, pupils and other staff. They will have a flexible and willing attitude to participate in the boarding life of the School and contribute to the extra-curricular activity programme. They must be a role model whom girls can respect.

Ideally, the Resident Tutor will hold a First Aid qualification; appropriate training will be provided.

The following are the key tasks and responsibilities:

- Supporting the Housemistress with the day-to-day routines ensuring the care of the pupils in the house
- Communicating effectively with other staff and where appropriate, recording information within the daily information handover log
- Promoting and safeguarding the welfare of pupils at the School; being fully conversant and compliant with the school's child protection policy and procedures
- Providing advice and support for pupils concerning emotional, social or behavioural problems they might have; informing the Deputy Head Pastoral if any referral to outside agencies is required; fulfilling the requirements of the School's policy on Child protection
- Compiling regular lists of pupils' weekend and travel arrangements and accompanying pupils on their weekend outings as required
- Contributing to the programme of extra-curricular activities available to pupils at evenings and weekends

- Attending Chapel, Staff meetings, departmental meetings and other School functions
- Assisting with the preparation and closing of the boarding house in the periods prior to and at the end of each term
- Supporting the School's disciplinary policy and, by encouragement and reward, foster an acceptance of the code of conduct of the School; informing the Housemistress in cases of breaches of School rules
- Carrying out other duties as deemed appropriate by the Deputy Head Pastoral or the Headmistress, subject only to the provision that these duties shall fall within the general aim of the post
- Participating in training courses, as required
- Supporting the Health Centre throughout the week with various duties

Salary and Benefits

Terms of service

- a. **Start date:** January 2020
- b. **Annual salary:** £10,500 (gross) paid pro rata over the contract period. It is expected that the contract will end on 9 July 2020 but there may be the option to extend the contract into the following academic year by mutual agreement. Accommodation and meals included as below.
- c. **Pension:** the successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work:** This is a term time only position, however the Resident Tutor is also required to be available to attend INSET days and for periods prior to and at the end of terms. The hours of work during term time are varied and include weekends. The Resident Tutor will be entitled to at least 48 hours off per week in term time in addition to Exeat weekends, Easter, and half-term holidays.
- e. **Notice Period:** The notice period required by either side to terminate during this fixed term contract will be two months.
- f. **Accommodation:** A shared self-contained flat within the School is provided throughout the period of employment, inclusive of all bills. Because this is a girls' Senior School and all accommodation is within the girls' boarding houses, we are required to appoint a female member of staff for the Resident Tutor role.
- g. **Facilities:** Meals are provided free of charge on each working day in term time (when the kitchen is open). Meals must be taken in the dining room because part of the breakfast and supper duties will be to supervise and monitor the attendance of pupils. Members of staff can use the school's sports facilities at allocated times. There is free car parking on site.

The Process

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to the address below or emailed to hsimpson@stgeorges-ascot.org.uk and reach the School by **4pm Tuesday 21 January**.

Mrs Helen Simpson
Deputy Head (Pastoral)
St George's School
Wells Lane
Ascot, SL5 7DZ

The School reserves the right to interview and/or appoint at any time during the recruitment process.

Any queries about this post may be made in the first instance to Mrs Helen Simpson, Deputy Head (Pastoral) on 01344 629900.

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

