



## JOB DESCRIPTION

<b>Job Title:</b>	German Graduate Assistant (residential)	<b>Department:</b>	Boarding + German
<b>Hours of Work:</b>	18 hours per week for German graduate duties and responsible for the boarding house for two 24 hour periods per week on a rota basis.		
<b>Responsible To:</b>	Head of Boarding/ Head of German	<b>Responsible For:</b>	N/A

### Summary of Role

We are seeking to appoint a full time Graduate Assistant to live and work in this busy boarding school to assist with the German Department as well as to contribute to the pastoral life of the school. This is, in the first instance, a fixed term appointment (until 3<sup>rd</sup> July 2025) and one which involves close working with a range of staff and pupils within the senior school.

### German Department Duties

#### Weekdays – during school hours

18 hours per week are spent helping out in the German department – the Head of Department will organise individual timetables and discuss duties and responsibilities. These include:

- To prepare and carry out conversation lessons with Year 10, 11, Lower 6<sup>th</sup> & Upper 6<sup>th</sup> and to help the teacher in mixed ability classes. It is the responsibility of the Assistant to keep record of student's attendance and performance, for each lesson.
- Support the Bilingual Students - either taken out of their normal German lessons or outside the timetabled lesson if needed.
- Support in the Department and the Students:
  - Organisation and upkeep of the department's display boards.
  - Helping with exams and exam procedure, especially Public Exams.
  - Helping with Department's documentation.
  - Photocopying for End of Unit test or students' learning material.
  - Helping with the keeping and development of the department's resources materials for A Level and GCSE.
  - Helping with the production of the Department's ICT material and visual aids from Years 7 to Upper Sixth.
- To accompany Woldingham students on school trips.
- The assistant is expected to meet the Head of Department (HOD) once a week to talk about what shall be completed within the next week with classes and what administrative work needs to be done.

### Boarding Duties

The Resident Boarding Tutor will be responsible for supervising the house on a rota basis. When on duty, they will be responsible for the smooth running of the boarding house following the procedures and routines set out by the Housemistress. She/He will be responsible for maintaining routines such as registrations, mealtimes etc when on duty and to respond to necessary communications eg from parental phone calls or emails.

(Marden: the role of Resident Boarding Tutor in Marden will be split and undertaken by two members of staff as indicated below.)

#### ***To oversee the day to day routine including:***

- Wake-up, breakfast and morning registration duties.

- Ensure pupils are ready for the school day, dressed appropriately with rooms left in good order.
- Afternoon registration, dinner, evening supervision, bedtime duties.
- Overnight supervision of the house including being the first-responder to emergencies and ensuring that fire procedures are followed including evacuation and roll-calls.
- Monitor the house email account during evenings/mornings when on duty.
- Ensuring effective and timely communication with Parents and Guardians via email/telephone.
- Liaising with the Health Centre regarding any girls requiring treatment as needed
- Administering medication as required and recording details in the medication log.
- Ensuring security of the year area including nightly 'lock-up'.
- To ensure the safety of girls and staff by maintaining accurate records, dealing appropriately with risks, and reporting any problems.
- Following any specific care plans for students in the house.
- Ensuring that the 'handover' log-book, discipline, medication, sanctions and other centralised records are kept up to date.
- Maintaining records of all communications/contacts with parents and guardians and ensuring the Housemistress is apprised of the required information on handover.
- (Marden: Being part of a team responsible for planning weekend trips & activities on a three-weekly rota basis and having a shared responsibility for Saturday Active).

Please note this list is not exhaustive but is indicative of the requirements of the role.

### **Residential Team Membership**

- Fostering, by example and encouragement, religious observances including Mass and 'Night Prayers'.
- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, House aims and objectives.
- To undertake ongoing professional development by attending INSET sessions in or out of School.
- To keep abreast of developments in boarding and to liaise with the Housemistress, advising her and the HOB of any strategic opportunities for improvement to the boarding experience.
- Attend meetings with the Housemistress to discuss the pastoral care of pupils and house routines as required.
- Attend termly residential team meetings.

### **Duty Hours**

The resident tutor will undertake two 24 hour duty periods per week on a rota. Handover times between duties will be set out by the Housemistress as part of the house routines.

### **Residential Requirements**

This is a residential post. Private accommodation attached (or nearby) to the boarding house, is provided to enable the above duties to be undertaken and residence in this accommodation is required for the proper performance of these duties. Accommodation is provided free from charges for rent, council tax or water rates. Charges for utilities will be payable. All meals when on duty can be taken in the school dining room during term time.

Please note that the accommodation provided is within a non-smoking area of the school. Pets may be accommodated in the property in discussion with the Bursar.

During term time, house staff are required to reside on site when on duty and must inform the Housemistress and Head of Boarding if they will not be resident overnight when off duty (for fire safety reasons).

All House Staff are expected to be in residence before the start of term to attend staff meetings.

## **Terms and Conditions**

**Start Date:** ASAP

**Working hours:** This is a fixed term, term time only position; however, the Graduate Assistant 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 a period off duty each week in term time in addition to school holidays.

**Salary:** £15,300 per annum over 11 months. (Pro-rated over length of contract)

**Accommodation:** A single room within a shared 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 this role.

**Notice Period:** During probation the notice period is two months, following this notice is one term either side.

**Pension:** Auto enrolled into the School's pension scheme, which includes life assurance.

**Lunch:** Complimentary meals, when on duty, in the Dining Room.

**Parking:** There is free parking on site.

**Gym and Pool:** There are staff sessions for use of these facilities.

**Fees:** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Create a happy, challenging and effective learning environment.</li> <li>• Use effective strategies to monitor motivation and progress / Provide feedback in relation to progress and achievement</li> <li>• Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge</li> <li>• Provide feedback to pupils in relation to progress and achievement under the guidance</li> <li>• Confident in using ICT for a range of purposes</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>• Liaise with the head of department and the rest of the teachers, to support achievement and progress of pupils.</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of your main subject focus whether an academic subject or within an office/admin-based department. An understanding of the principles of good classroom management and/or office environment.</li> <li>• Promote independence and employ strategies to recognise and reward achievement.</li> <li>• Ability to challenge and support all pupils to do their best.</li> </ul>
<b>Teamwork and Communication</b>	
<ul style="list-style-type: none"> <li>• Communicate effectively (both orally and in writing).</li> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</li> <li>• Ability to work independently and as part of a team</li> <li>• Acting as a role model and setting high expectations.</li> <li>• Sensitivity to the needs of others</li> <li>• Enthusiasm, commitment and energy.</li> <li>• Good organisational and interpersonal skills.</li> <li>• Openness and willingness to address and discuss relevant issues</li> <li>• Develop good personal relationships within the team.</li> <li>• Ability to work constructively as part of a team. Flexibility.</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to motivate others.</li> </ul>

<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Able to operate at the heart of the school community</li> <li>• Committed to the Sacred Heart Values</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to whole school initiatives, and support school improvement programmes</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> </ul>
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.</li> </ul>