**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Residential Assistant | **Department:** | Residential |
| **Hours of Work:** | 40 hours per week | | |
| **Responsible To:** | Head of Boarding | **Responsible For:** | N/A |

**Summary of Role:**

As a Residential Assistant, you will support our team with the pastoral care of our boarders. You will be working across different age groups from Year 7 (aged 11) to Year 13 (aged 18/19) in any of our 6 boarding houses, as required for 20 hours per week. In addition, you will be work 20 hours per week doing other school duties, which will be allocated according to your skill set.

**Residential Duties:**

**Weekdays**

You will work two evenings a week helping to look after our Boarders. Precise hours of work vary according to each Year group, but the Residential Assistant will typically begin duty at 18.45 and stay until all girls are in bed and the Year area is settled for the night (22:00/22:30).

A typical evening duty includes:

* General care and well-being of the girls.
* Supervising evening study including taking a study register, maintaining a quiet working environment and offering guidance on study tasks when appropriate.
* Assist with the completion of exeat arrangements (please note exeat permissions can only be granted by the Head of Year, Housemistress or Assistant Housemistress (if permission is sought while they are unavailable, the girl should be referred to the Senior Staff on Call)
* Ensuring security in areas used by the Year group which may include conducting lock-up.
* Ensuring good order in bedroom and common areas including rooms used for study, service rooms and Common Rooms.
* Assisting with the collection and registration of electronic devices before bedtime.
* Assisting the Year team with the bedtime routine by ensuring the girls are ready for ‘lights out’
* Carrying out administrative tasks, as directed by the Head of Year/Housemistress
* Know procedures used in case of fire or other emergency.

**Weekends**

Residential Assistants work on alternate weekends. A rota for the hours required is typically published half termly (approximately 6 weekends at a time).

You can expect a typical weekend to include:

* Assist with Friday Fun (activity such as cupcake decorating, craft)
* Supervise study
* Assist with admin tasks in the year area
* Run an activity with the girls such as watching movie or going for a walk
* Ensuring the year area is tidy
* Help supervise the year area and be a presence in the year office, at times in sole charge of the boarding house
* Assist with the regular evening routine, including snacks, electronics and bedtime
* Where needed assist with trips offsite, e.g. ice-skating, shopping

**General**

There may be rare occasions when you are asked to accompany a student to a medical or dental appointment as part of your residential duties. This could be at any time when you are on duty.

On occasion a Residential Assistant may be required to deputise for Year staff. In these circumstances the Head of Year, Housemistress or Assistant Housemistress will provide all necessary information relating to the delegated task; for example fire list, absentees and details of organisation. It is important that all events occurring during this time are recorded in the log book and any pertinent issues relayed to the Year staff on their return to duty.

The Residential Assistant must know and adhere to established rules and procedures for boarders to help maintain good order. Examples include ensuring girls are punctual to leave the boarding house, and that uniform standards are being adhered to by the girls.

An overview of Year team routines, procedures and location of key resources e.g. Year records or medication and associated log book, will be reviewed with the Residential Assistant when they first begin their role, and at regular intervals after this to ensure good practice.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Personal Behaviours** |  |
| * Ability to work both in a team and independently; proactive but able to take direction. * A candidate with experience of working with young people. * A person who is committed to safeguarding and promoting the welfare of children and young people. * A sympathetic person, who is patient, even-tempered and calm when under pressure. * A person who is fair and consistent when managing girls’ behaviour. * An energetic person with physical stamina. |  |
| **Knowledge and Skills** |  |
| * Competent administrative, ICT and communication skills. * Excellent oral and written communication skills * A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. * A person who does not seek to be overly judgemental but is kind and broad-minded. | * Ability to contribute to the School’s co-curricular programme and boarding weekend programme |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community * Committed to the Sacred Heart Values * Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care | * Willingness to contribute to whole school initiatives, and support school improvement programmes |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people * A satisfactory Enhanced Disclosure from the DBS | * Understand the importance of safeguarding in a school environment |

**Terms and Benefits**

**Start Date:** September 2022.

**Working hours**: This is a fixed term, 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 a period off duty each week in term time in addition to school holidays.

**Salary**: Competitive.

**Accommodation:** A single room within a shared flatwithin 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.

**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:** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all the normal entrance requirements.