



## **Residential Assistant**

### **Job Description**

Residential Assistants are referred to as Boarding Staff in this Role description.

The Residential Assistant reports to the House Parent and the designated Head of Department with regard to in school Teacher Training.

We expect of all staff to maintain the highest standards of professional, personal and ethical conduct and to be excellent role models. They are expected to work together collaboratively and professionally, toward our aim of providing a boarding school experience that allows every member of the community to grow to their fullest potential.

Our boarding staff must enjoy being with young people as much as possible. It takes enthusiasm, patience and energy to sustain the full life of a boarding school with its considerable term time demands. The responsibility of caring for students is significant and this must be undertaken sensitively and professionally to the degree that a prudent parent would, such that all students' safety and security needs are met.

The hours of duty will involve a balance of boarding commitments and in school teaching and learning experiences. The weekly work hours will be 40 hours per week on an average during one school year (incl. holidays). The allocation of these hours will be dependent upon the skills and experience of the candidate, particularly with regard to their commitment to extracurricular, outdoor and sporting activities, sports coaching, Music and Arts or EAL Support. Hours of responsibility in boarding will be allocated where possible outside of the school teaching day to allow for the possibility of teacher training (IPGSE), or other school based jobs. The Head of Boarding or staff designated by him is responsible for ensuring appropriate duties and responsibilities for each member of staff have been correctly allocated.

### **Residential Assistants will commit to undertake the following:**

#### **General**

- Contribute to the boarding ethos in compliance with the School's mission.
- Supporting the House Parents in the smooth running of the boarding house.
- Accompanying boys or girls to various locations outside the school campus.
- Lead activities as qualified and required.
- Supporting other areas of the School as qualified and/or required.
- Reporting pastoral, discipline and academic concerns to the House Parent
- Other duties as reasonably assigned by the Head of Boarding or those delegated this responsibility.

#### **Boarding Routine**

- Ensuring that all responsibilities allocated to students are carried out properly. This will include supervision of various house activities and routines such as meals, study and bedtimes.
- Ensuring house procedures are followed and house rules are enforced.



## Pastoral Care

- Modelling kind and positive behaviours in all interactions.
- Being a source of support for students, listening well and providing appropriate advice when solicited.
- Helping students to develop correct habits: general personal routines, at table, in shared living and working spaces, for time management and for dealing with physical needs.
- Ensuring the neat and appropriate appearance of each student taking into account school requirements, occasion, and time of the year.
- Supporting students in the organization of their personal belongings and space.
- Supporting each student in leading a healthy lifestyle with regards to eating habits, physical movement and personal hygiene.

## Teaching

- Planning, preparation and delivery of high quality lessons in accordance with the school's safety and teaching and learning policies, and as overseen by the curriculum leader or those designated this responsibility.
- Attend faculty and staff meetings.
- Contribute to the planning and organising of faculty and whole school events.

## **General code of conduct:**

- It is expected that boarding staff will conduct themselves in a very responsible and conservative manner at all times in school, boarding houses and the village. Staff must ensure that they always enhance the reputation of the School and do not bring the school into disrepute.
- Boarding staff should be available upon request for two days before and after the term start and end.
- The school does not condone smoking or other tobacco related products, alcohol or drugs.

## **Essential Position Requirements:**

- Fluent spoken and written English
- Good computer skills
- Current First Aid Certificate
- Current and clean Driver's license
- Clean criminal records check
- Undergraduate Degree



**Allowances:**

To support the post holder in the fulfilment of the terms of this Role description, the school undertakes to provide, within the limitations of available resources:

1. A full and appropriate induction programme.
2. Food (excluding school holidays) and board during the term of the contract. Taxation as per law.
3. No cost for participation in school based activities where numbers and ratios allow.
4. A phone for school related business (staff must bear the cost of personal telephone calls).
5. Use of all school equipment, resources and memberships subject to availability.
6. Access to internal professional development in child protection, teaching and outdoor instruction dependent upon skills and interests, and as negotiated with the Head of School
7. Professional tuition in teaching and learning pedagogy and practice.