



WORKSOP COLLEGE

JOB DESCRIPTION

Post Title:	Resident Graduate Assistant
Department:	Academic and Pastoral
Responsible to:	The Deputy Headmaster on a day to day basis, responsible overall to the Headmaster of Worksop College Preparatory School, Ranby House.
Date of Description:	September 2017

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to, and ensure compliance with, the Company's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in either school she/he must report any concerns to the relevant school's designated persons, currently Mrs Clare Tilley and Mr Tim Halsall at Worksop College and Mr Dan Simpson and Mrs Sarah Johns at Worksop College Preparatory School, Ranby House; or in their absence, go straight to the respective school Headmaster.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the Company. Duties must be carried out in strict compliance with the company's policies on equal opportunities and health and safety.

MAIN PURPOSE OF THE POST:

The main purpose of the post is to work as a full time member of support staff at the Preparatory School, assisting in the day to day teaching and learning of the children under the direction and supervision of a fully qualified teacher.

You will be asked to help and support the teaching, learning and development of our children and provide extracurricular activity support. You may also be required to lead a sports team and attend and support fixtures.

In addition to this you will be a member of the boarding staff and, on a rota basis, will support, supervise and lead our boarding children. This will include evening duties and occasional weekend duties at the discretion of the school. There is also an expectation that the post holder will play a full and active part in our school's clubs and activities programme.



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KEY RESPONSIBILITIES:

- To support the Christian ethos of the school, and be a professional good example to the pupils educated at Ranby House.
- To assist with Boys'/Girls' PE, Swimming and Games, this may involve working after 5pm on Wednesdays and working very occasionally at weekends.
- To provide classroom support in any area of the school.
- To be fully involved and engaged in the school's extra-curricular activity programme.
- To be included in the rota for supervisory duties (teacher support provided).
- To assist in the boarding house, as required.
- To attend Sports Day, Speech Day and any other school event as reasonably requested by the Headmaster.
- To work on a daily basis within a school environment catering for the needs of children from 3 to 11 years of age.
- Working under the direction of a staff member, to support and lead children in curriculum areas of strength and to help and support the school's after school clubs and activities programme.
- To work as a member of the Boarding House staff at the school and to take responsibility for and supervise boarding children on a rota basis before, during and after school hours.
- To stay overnight at school (accommodation is provided) when on evening duty and to help and assist with the children's daily boarding routine.

Please Note: *This position comes with free full time, on-site accommodation and all meals are included. Whilst it is possible to commute to and from the school on a daily basis, if you live close to school, when on the evening duty rota you must be willing to stay overnight. This is a boarding safety requirement. Previous position holders have preferred to stay at school full time and to travel home during holiday periods. Please contact us if you have any further queries about this aspect of the post.*

You will be required to carry out other duties as may be commensurate with the post which do not change the character or purpose of the post and which are necessary to meet the needs of the School and maintain high standards of business practice. This job description therefore may be altered from time to time to meet the changing needs of the School.