



# WORKSOP COLLEGE

<b>Post Title:</b>	Resident Graduate Assistant
<b>Department:</b>	Boarding, Academic & Sport
<b>Responsible to:</b>	The Head of Boarding on a day to day basis, responsible overall to the Headmaster of Worksop College

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 purpose of graduate assistantships is to encourage the pursuit of further academic qualifications and to provide experience in the academic environment.

You will work under the direction of the Head of Boarding and help in subject areas that you have experience and / or are trained in, which may include leading sports teams and attending 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 and weekend duties. There is also an expectation that the post holder will play a full and active part in our school's clubs and activities programme.

## **KEY RESPONSIBILITIES:**

- To assist in an Academic Department as a classroom and administrative assistant as directed by the relevant Head of Department.
- To provide classroom support in any area of the school.

- To contribute to the Boarders' programme of evening and weekend activities.
- To be part of a Boarding House team and undertake supervisory duties in Houses.
- To attend Sports Day, Speech Day and any other school event as reasonably requested by the Headmaster.
- To help individual students with homework in your specialist area or other areas that you feel confident in.
- To stay overnight at school (accommodation is provided) when on evening duty.
- To support the Christian ethos of the school, and be a professional good example.

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.

**Please Note:** *This assistantship comes with free term-time, on-site accommodation and all meals and laundry are included.*