

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description	
Job title	Resident Graduate Assistant
Hours of work	In accordance with the respective contract
Safer recruiting	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
Main purpose of the job	To assist the Head of Boarding in providing a home-from-home atmosphere for up to forty children and contribute to the safe, happy and friendly boarding environment. To provide an exceptional level of care in all issues relating to the well-being, educational and personal development of the pupils, and ensure that communications with parents and external agencies are managed professionally and in a timely manner
Reporting to	Head of Boarding
Main responsibilities and duties	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Safeguarding and promoting the welfare of the children in the boarding house • Monitoring behaviour and dealing appropriately with any disciplinary issues • Monitoring tidiness of bedrooms daily • Ensuring high standards of children’s personal hygiene, dress, grooming and general appearance • Ensuring all children attend all meals and supervised prep as a matter of course • Establishing and maintaining an orderly bedtime routine • Waking the children and ensuring that everyone is up in time to complete the morning routine before the start of the school day • Organising and supervising a variety of activities for the children • Driving the minibus to enable external activities to take place (subject to qualification) • Organising and administering day to day matters which affect the smooth running of the boarding house under the direction of the Head of Boarding • Ensuring that all children respect the fabric, decoration and property of the boarding house

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	<ul style="list-style-type: none"> • Assisting the Head of Boarding with ensuring that proper arrangements have been made and checked by the children in good time in relation to exeats and holidays • Assisting with the security of the house including the locking and unlocking of the premises • Maintaining accurate and relevant records • Undertaking First Aid and other training as required • To assist with breakfast club • To drop off and collect children as required for school and external clubs • To support the induction of overseas students <p>The Resident Graduate will share the responsibility outside teaching hours for the safety and behaviour of all children of the Boarding House. They are expected to support extra-curricular activities and attend as many School functions as possible.</p> <p>The Residential Graduate will be required to:</p> <ul style="list-style-type: none"> • Return to School in time to attend inset training and staff meetings prior to the first day of term. These are publicised well in advance. • Remain at the Boarding House until all children have left for full or half term holidays or exeats. • Assist with the house close before holidays. • Ensure that all areas have been left in good order and tidy before leaving for any holiday. This includes the switching off of electrical items, lights and taps, closing windows and locking doors. • Organise the removal of any belongings left by boarders who have left the School and who will not be returning. • Inform the Bursar’s department of any running repairs, damage to the building, fitments, fabric or decor during term time and providing a more comprehensive list of such items requiring particular attention during the holiday periods. • Sleep in the Boarding House whenever children are in residence. • Remain in a fit state (free from the influence of drugs or alcohol) to enable them to deal with any emergency arising or any unexpected contact with parents, staff or children. • Spend some time of the children’s free time each day to make formal and informal contact with them and to be available to them during the evenings. • Deal with emergencies of any kind including escorting children to receive medical attention. • Participate in regular fire drills and to ensure at all times that all exits are usable.
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	<ul style="list-style-type: none"> • Ensure that they take action to ensure they are fully briefed on all associated matters relating to the boarders. • Take responsibility for the health and safety of themselves, the children and their colleagues. <p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p> <p><i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></p>
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Person Specification	
Qualities and Knowledge	
<ul style="list-style-type: none"> • Evidence of strong organisational skills • Flexible, energetic and self-motivated • Able to plan and prioritise effectively • Excellent communicator at all levels • Able to take on responsibility for self and others 	
Qualifications and Experience	
<ul style="list-style-type: none"> • Bachelor's Degree <p><i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></p>	