



WESTONBIRT

# Residential Graduate Assistant

Candidate Pack



Westonbirt, Tetbury, Gloucestershire, GL8 8QG  
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Westonbirt Limited, registered in England Number 11297618

**WS** WISHFORD  
SCHOOLS

## **WESTONBIRT**

Westonbirt is a co-educational day and boarding school for pupils aged 3 to 18, located in a stunning rural setting in the heart of the Cotswolds. Set in a Grade 1 listed manor house in 210 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment. The school benefits from excellent sports facilities which include a Sports Centre, a 25m Swimming Pool and a 9-hole Golf Course.

Pupils at Westonbirt benefit from a full and challenging curriculum with expert teaching and wide-ranging extracurricular activities. They build skills, knowledge and a love of learning that will serve them throughout their education. The setting itself plays an enormous role in the school experience, where students build confidence and can take risks in a safe environment.

Operationally, Westonbirt comprises Westonbirt Prep School (ages 3-11), Westonbirt School (ages 11-18), Westonbirt Leisure (sports centre and golf course) and Westonbirt House (weddings and events).

For more information on Westonbirt, please visit: [www.westonbirt.org](http://www.westonbirt.org)

## **WISHFORD SCHOOLS GROUP**

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## **THE OPPORTUNITY**

This is an ideal opportunity for an outgoing and enthusiastic Residential Graduate Assistant with a keen interest in pursuing a career in a pastoral role with a dedicated residential team, to help maintain a stress-free, secure and happy community for the students, whilst promoting and developing a positive school ethos. This role will support the schools Health and Wellbeing Centre as well as the boarding community.

This role commences in September 2023 until the end of the Academic year in August 2024 and includes four weeks of residential duties for Westonbirt Summer School. There are also further opportunities to work during the holiday periods.

Full details of the job description and person specification can be found below.

## **TERMS & REMUNERATION**

The Residential Graduate Assistant's work is not of a nature which lends itself to the rigid definition of hours; however, certain general principles apply:

While on duty, the Residential Graduate Assistant must at all times be immediately accessible, whether in House or elsewhere in the school.

In recognition of the continuing commitment and unsocial hours the work involves, periods of time off are allowed as follows:

- One day in the middle of the week, to include 1 night away
- Half a day in the week (to fit in with teaching timetable if applicable)
- One weekend per term in addition to Half Term and exeat
- You are required to be back at school at least 48 hours prior to the boarders arriving at the beginning of term and at least 24 hours at the end of term. On the day of arrival you must be available for boarders and parents.

- You will be required to attend whole school INSET.

An attractive salary and with free board and lodging during term-time, and during the school holidays accommodation is available but food cannot be provided. The school lets out its premises during the holidays but this does not impinge on House staff.

All House Staff are allocated to a department within the school in an area or subject of strength

### **APPLICATION PROCESS & IMPORTANT DATES**

To pursue an application, please complete the school's application form which can be found on the vacancies page of the school's website and submit by email to [michelle.andrews@westonbirtschool.uk](mailto:michelle.andrews@westonbirtschool.uk). The application form should be accompanied by a covering letter addressed to the Headmistress of no more than one page.

The closing date for applications is noon on Friday 2 June 2023.

### **CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Michelle Andrews, HR Officer on 01666 881361 or [michelle.andrews@westonbirtschool.uk](mailto:michelle.andrews@westonbirtschool.uk)

Westonbirt Schools and the Wishford Schools group are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

## **Residential Graduate Assistant**

### **Job Description**

#### Overview

The Residential Graduate Assistant will work within with a dedicated residential team, to help maintain a stress-free, secure and happy community for the students, whilst promoting and developing a positive school ethos and to support your allocated department and help fulfil its aims and objectives.

### **Pastoral Responsibilities**

- To operate in accordance with school policies and procedures as set out in the Staff Handbook and Boarding Staff Handbook
- To help maintain a stress-free, secure and happy community for the pupils whilst promoting and developing a positive school ethos
- To help ensure unobtrusive but regular communication with all pupils in the house. Both parties should feel able to talk freely, but confidentially, with the Residential Graduate Assistant about personal matters
- To assist the Housemistress/Housemaster to ensure the pupils get up in a timely manner. He/She will also assist in the clearing and tidying of the house in the morning to supervise the checking-in, bedding and closing down of the House in the evening
- Have the capacity to lead by example and ensure the highest standards of behaviour of the pupils whenever they are in the House
- To assist in the organisation of extracurricular activities, particularly at weekends
- Have the ability to develop and maintain positive relationships with teaching and other support staff and the wider community to include the Prep School
- Lead by example and promote and develop a positive school ethos at all times.
- Liaise with Head of Boarding, School Doctors and Health & Well Being Centre as appropriate to ensure pupils' medical requirements are properly catered for
- Undertake other reasonable duties as required by the Head of Boarding or the Headmistress.

### **Administrative Responsibilities**

- To update individual files on the pupils which should include information about medical conditions, details of family background, parental addresses, telephone numbers and other useful information

- To collate all information about the pupils' travel arrangements, weekend exerts, and to provide, each week, details of numbers remaining in at weekends, for catering and other purposes
- To attend staff meetings as required
- To participate in the staff appraisal system
- To participate in professional development training as requested
- To ensure the pupils are conversant with fire routine (there is a fire practice at least once a term).

### **Domestic Responsibilities:**

- To see that the rooms are regularly cleaned both by the housekeeping staff and, in part, by the pupils.
- To carry out designated duties in collecting and checking laundry.
- To assist in the preparation of the House and the rooms before the start of each term, and the clearing and tidying of the House after the end of term, taking into account any work planned during the holidays and any holiday-letting requirements.

### **Other:**

- Take responsibility for the actions of guests, ensuring they are made aware of The Schools Child Protection Procedure and do not have unsupervised access to pupils at any time.
- Undertake other reasonable duties as required by the Head of Boarding and the Lead Health and Wellbeing Nurse

### **Person Specification**

- Good written and oral communication skills and interpersonal skills at all levels
- Good organisation and administration skills
- Good I.C.T. skills (Microsoft office, email, database)
- Ability to cope calmly and effectively with emergencies when they arise
- Adaptability to deal with changing needs of a busy boarding house
- Good team player, cooperative and helpful

#### Personal Qualities

- Leading by example in honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Ambition, energy, enthusiasm and commitment
- Ability to play a significant role in the local community
- Sensitivity and empathy, patience and, most of all a sense of humour
- You will be a self-motivated and enthusiastic professional who is committed to the education of young people in a residential environment and have excellent inter-personal communication skills.
- The post will suit someone who has an awareness of the academic pressures on young adults and skill in establishing a relationship of mutual respect and trust with them.