



WESTONBIRT
SCHOOL



RESIDENTIAL GRADUATE
ASSISTANT
CANDIDATE PACK

WESTONBIRT

Westonbirt is a co-educational day and boarding school for pupils aged 2 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, AstroTurf pitch, 25m Swimming Pool and 9-hole Golf Course.

Pupils at Westonbirt benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities consistent with the school's philosophy: Inspiring young minds. 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. The school was rated 'Excellent' in all areas by the Independent Schools Inspectorate in May 2019. A copy of the report can be viewed [here](#).

The school comprises Westonbirt Prep (ages 2-11) and Westonbirt School (ages 11-18).

In May 2018, Westonbirt joined Wishford Schools, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire and Kent. Schools work closely with the group's senior leaders to define 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 Westonbirt, please visit: www.westonbirt.org



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 within our boarding houses. This role will support our on site Health and Wellbeing Centre.

This role commences in September 2024 until the end of the Academic year in August 2025 with the additional opportunity for 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.

An enhanced DBS disclosure and references will be required for this post.

TERMS & REMUNERATION

Westonbirt School is a 7 day per week boarding school so the successful candidate must be prepared to take a full part in the school community during the 34 weeks of school term, therefore this post requires full weekly, evening and weekend commitments. Each Residential Graduate Assistant will work in line with the boarding rota and timetabled to have 24 hours off each week.

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

An attractive salary and with free board and lodging during term-time. During the school holidays accommodation is not always available.

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

The application form should be accompanied by a covering letter addressed to the Headmistress of no more than one page.

You can also apply via TES - link here.

The closing date for applications is noon on **Monday 20th May 2024**

Interviews will be as suitable application are received.

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

Westonbirt is 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.

JOB DESCRIPTION

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.

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 exeats, 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).



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.

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.