



Cobham Hall

Job Description
Resident Graduate Assistant



The UK's only Round
Square Boarding and
Day School for Girls
aged 11-18



ABOUT THE ROLE

We are seeking an enthusiastic, dedicated and patient graduate to work within our boarding community at Cobham Hall. Our Resident Graduate Assistants support in both the boarding and day to day academic support of our male and female students ensuring that students have a secure and supportive 'home from home' during term time. These are residential roles and accommodation is provided in our Boarding House. Suitable training and ongoing support will be provided which is vital in the early days of the role.

From waking up students in the morning until the lights go out at night, each day is completely different. This makes the role of Resident Graduate Assistant a challenging but hugely fulfilling one.

KEY TASKS AND RESPONSIBILITIES

The Resident Graduate Assistant works with the Boarding Housemistress to support and care for students and to contribute to creating a happy, respectful, safe and caring environment. To assist the Housemistress in any reasonable way with the aim of providing outstanding pastoral care (including safety and good discipline) for the Boarding students. The Resident Graduate Assistant contributes to the organisation and resources of the House.

The Graduate Assistant is expected:

- To contribute to the induction arrangements for new students joining the House; to ensure that any "settling in" problems are resolved.
- To provide a sympathetic presence in the House and to be sensitive to those who are having difficulties coping with School life; to liaise closely with other relevant staff concerning the progress and welfare of students.
- To be responsible for the care, supervision, cleanliness and presentation of students in the House, co-ordinating and liaising with other Boarding staff as necessary.
- To comply with the Boarding National Minimum Standards and make the familiarisation of these a priority, such as registering students regularly as directed and more often, if necessary, to ensure that every student's whereabouts is known at any time.
- To be aware of the School uniform and clothing requirements of students, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and return from the Laundry.
- To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known, so that individual opportunities, talents and potential are developed and maximised.
- To implement supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the School's charge (including meal times, Prep time, weekends and on expeditions and outings).
- To liaise with the School Nurse to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle.
- To monitor and support the mental health needs of boarders.
- To ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the House, with respect.

- To develop, in the students, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- To ensure that students make use of the full and varied programme of extra-curricular activities available and students are appropriately occupied, especially at weekends. To help produce a parents' newsletter every half term for the website. To regularly post appropriate boarding content on the Boarding Twitter account.
- To be aware of the academic strengths and weaknesses of students; to liaise with Group Tutors to ensure that relevant background circumstances of students are known and discussed; to ensure that the conditions and supervision in evening Prep are conducive to effective academic progress.
- To counsel students at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the School's policy on Safeguarding.
- To take part in appropriate emergency staff cover arrangements for other staff if needed, with a flexible approach. To escort students, as required, to emergency appointments.
- To attend Boarding Staff meetings and any other meetings relevant to the role as required.
- To support the School's Behaviour and Discipline Policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the House and School, to inform the Head of any cases of bullying, substance misuse or sexual misconduct.
- At the end of the holidays (especially if the House has been used for holiday lettings), to supervise the preparation of bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable.
- At the end of term, to help with the clearing up and cleaning of the House.
- To take part in such performance management or staff review arrangements made by the School.
- Through mutual agreement and interest provide teaching assistance in Degree-related subjects if available and appropriate, or take part in other activities in the School.
- To get involved with the life of the School, such as by attending assembly when on duty and to be willing to support and champion boarders such as in their matches, or evening events or performances.
- To be a team player.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. Therefore, it is expected that the Resident Graduate Assistant will perform any other key tasks which the Head or other member of the Leadership Team may reasonably assign.



PERSON SPECIFICATION, SKILLS AND QUALITIES

A background of working in education is desirable although not essential.

The successful candidate will have:

- Degree or equivalent
- Good verbal and written skills
- Experience of having undertaken a leadership role.

An ability to:

- Motivate and inspire all students
- Develop own professional skills
- To adopt professional dress codes whilst on duty and a professional manner at all times
- Be self-confident and enthusiastic
- Translate care and concern for children into practical actions that make the students feel safe and enable them to be successful
- Plan time effectively and to organise oneself well
- Be adaptable and show resilience, energy and perseverance
- Be at ease with, and have interest in, young people
- Have a sense of joy and fun
- Show strong organisational and administrative skills (including ICT) with an ability to work a budget

Personal Qualities:

- Commitment to the ethos of the School, especially its commitment to internationalism and inclusivity
- Approachability
- Professionalism and integrity
- Ability to cope under pressure and meet deadlines
- Reliability
- Commitment to the ethos of the School.
- Enthusiasm.
- Calm and approachable nature.
- Professionalism, integrity, ability to maintain confidentiality and discretion.
- Good organisational skills even when under pressure and the ability to work to deadlines.



PAY, BENEFITS AND HOURS

Role: Full Time, full year post

Salary: £16500.

Hours: Boarding.

Contract type: Fixed term September 2022 (May start a possibility) – August 2023 with the possibility for a second year.

Pension: Contributory Pension Scheme

Annual Leave: Term Time Only Position.

Other useful information: Accommodation and meals will be provided. Inclusive of rates and utilities within our Boarding House

The School also offers:

- Contributory Pension Scheme.
- Comprehensive induction and on-going opportunities for Professional Development.
- Use of the School fitness room, tennis courts and swimming pool.
- Free onsite parking.
- Lunches and refreshments provided.
- Access to 150 acres of Grade II* designed parkland.

CLOSING DATE FOR APPLICATIONS

FRIDAY 29 JULY 2022.

The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.

“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”

- ISI Report-



INFORMATION ABOUT COBHAM HALL

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's moto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

Our small class sizes ensure that each student is supported on their educational journey and enables lessons to be dynamic and engaging.

Our Headmistress, Mrs Wendy Barrett, took up this role in 2020 having previously held the post of Deputy Headmistress. Under her guidance, the School has developed an ambitious strategy to drive up standards and ensure that our students leave with the academic and character skills necessary to adapt to, and thrive in, an ever changing World.

In March 2021, Cobham Hall merged with the Mill Hill School Foundation, a merger that has opened up new opportunities for investment and collaboration. The School is currently consulting parents on the introduction of boys into the Sixth Form.

Full details of Cobham Hall's most recent inspections are available on our website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received an incredibly positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.



HOW TO APPLY

- 1 If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

- 2 Your application form should be completed in full and returned to vacancies@cobhamhall.com by **9.00am on Friday 29 July 2022**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.





There is more in you than you think



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