



Gordon's School

Resident Graduate Assistants - Job Description

THE ROLE

The Resident Graduate Assistant (RGA) lives and works in a residential boarding House, as part of the pastoral team. They are expected to play a full part in the life of the House supervising students, carrying out administrative tasks and leading trips and activities and attending parades.

HOURS

35 hours of directed time in the Boarding House, including 8 hours on either Saturday or Sunday and 2 hours supervising a weekend activity for boarders, and prep supervision as required, except 7.00am Friday through to 7.00am Saturday.

A requirement to sleep overnight in the allocated House 6 days a week during term time (allowing for a 24 hour period off during the week).

Up to 10 days additional boarding duties per year inside or outside of term time to facilitate student activities. For clarification, a parade or ceremonial event will count as one half-day, and a weekend activity or trip outside of the above 35 hours will count as one half day.

For clarification, attendance in a supervisory capacity at Whitehall and Guildford is in addition to the above commitment as per the Terms & Conditions of employment.

There is an opportunity to be involved in co-curricular activities for which an allowance would be paid.

RESPONSIBLE TO

The RGA is line-managed by the Deputy Head (Pastoral). The RGA's operational activities will be supervised by the respective Houseparent.

RESPONSIBILITIES

In House:

- To assist with boarding duties on a directed-time rota.
- To reside overnight in the Boarding House from 11.00pm during term time on required nights unless a separate arrangement has been made with the Houseparents.
- To organise and run social events and activities as part of the additional 10 days per year, which may be on a weekend outside of the directed 30 hours.
- To inform staff about any relevant or confidential student issues.
- To accompany a student to a medical appointment as may be required.
- To contribute to the domestic operation of the House.
- To use the House Diary in accordance with House procedure.
- To assist in the organisation and preparation of House teams for Inter House competitions.

- To supervise prep as required.

In School:

- To be a Form Tutor.

Time Off:

- One whole day off (24 hours) per week agreed with Houseparents (Monday through to Friday).
- School holidays and exeats, minus 10 days agreed a term in advance (see above).

Benefits:

- Single accommodation on site available throughout the year, including holidays.
- Meals during term time.
- Council Tax, electricity and water all paid.
- Use of internet throughout the year.
- Use of facilities throughout the year when available.

Person Specification Skills:

- Enthusiastic, friendly, and committed to the personal, social and academic development of young people.
- Able to work well as part of a team, with good communication and interpersonal skills.
- A high level of organisational skills and ability to work to deadlines.
- A pro-active person who anticipates and initiates.

Qualifications and Experience

- University graduate (desirable)
- Holder of a full current driving licence preferred

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.

Updated: March 2023

A Moss (Head Teacher)