



Job Description for role of

Resident Assistant

(Prep School)

Bold & Loyal
1882...

Role description: Resident Assistant, Prep School

Reporting to: Head of Boarding

Purpose:

We are seeking to appoint a Resident Assistant to support the effective and pastoral running of our boarding provision at Wycliffe College, including within our Prep Boarding community. This role offers an excellent opportunity for a recent graduate to gain first-hand experience of life in a busy and supportive boarding school environment, particularly for those considering a future in teaching or planning to undertake a PGCE.

We are looking for confident, adaptable and resilient individuals who can respond flexibly to the varied demands of boarding life. The role will primarily involve supporting the day-to-day running of the junior boarding house, including pastoral care, administrative responsibilities and involvement in evening and weekend boarding activities. Much of this work takes place outside the core academic day (9.00am–4.00pm).

The role will also involve contributing to wider school life at both College and Prep level—such as assisting with academic lessons, sport, music or other co-curricular activities—depending on the candidate’s interests and at the discretion of the Head.

This is a residential role, and the successful candidate will be an integral member of the boarding community, supporting pupils across the College, and Prep Boarding settings. Applicants should demonstrate initiative, commitment and the ability to build positive relationships with pupils of all ages. Flexibility is essential, as the role requires working evenings and weekends. The ideal candidate will be enthusiastic, energetic and genuinely motivated to work with young people. They will work effectively as part of a team while also showing initiative and responsibility when required.

Main Responsibilities:

- Support boarding staff, parents and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
- Work with House Staff to ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Within the House, to take reasonable steps to ensure the safety and security of all pupils at all times when they are in the school's charge.
- Liaise with the Head of Boarding, Matron(s), Health Centre and School Doctors to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.
- Support the Head of Boarding in ensuring that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect.
- Help to develop, in the pupils, 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.

- Run a extra-curricular activity and support the varied programme available, ensuring pupils (particularly younger ones) are appropriately occupied. This includes school excursions, residential trips, weekends and evenings.
- Keep up to date with the academic strengths and weaknesses of pupils; to help ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
- Maintain suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct when on duty.
- Counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have; to inform the Head of Boarding, Senior Deputy Head or Head of any issues that arise; to fulfill the requirements of the School's policy on Child Protection.
- Support the School's disciplinary 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 Boarding, Senior Deputy Head and Head in any cases of severe bullying, substance misuse or sexual misconduct.
- Contribute to Games and Activities programme including assisting with school fixtures, including refereeing and umpiring, where required, and supervising /assisting with recreational sports activities.

As a member of the Wycliffe Community:

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Promote actively the College's corporate policies and values.
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate.



Person Specification

| | Essential | Desirable |
|--|---|--|
| Qualifications | <p>Educated to diploma level 4 or equivalent</p> <p>First-aid trained / willing to undertake training</p> | <p>Relevant coaching, umpiring or refereeing qualifications</p> <p>Graduate</p> <p>Full, clean driving licence</p> <p>Willing to undertake minibus driver training</p> |
| Experience | <p>Good understanding or experience of playing at least 2 of the sports offered at Wycliffe.</p> | <p>Experience of working in a boarding school setting.</p> |
| Knowledge, skills and abilities | <p>Confident and self-motivated with the ability to work unsupervised environment.</p> <p>Excellent organisation and accuracy skills with good attention to detail</p> <p>Good communication skills at all levels</p> <p>Ability to liaise with stakeholders in a professional, friendly and courteous manner</p> <p>Ability to act confidentially with tact and diplomacy</p> <p>Good knowledge of MS Office applications</p> <p>Flexibility, teamworking, creativity and committed to continuing professional development</p> | |

Terms of Appointment

This position is offered on a fixed-term contract of one year, term-time only (35 weeks) plus additional contracted overtime to cover Exeat weekends, beginning September 1st 2026. Working hours are 48 hours per week. This is a "live-in" position and accommodation costs and meals are provided.

Salary £21,615 per annum

Other benefits available include:

- contributory pension scheme
- free meals during school term-time
- free use of gym, sports facilities, and swimming pool at certain times
- training and development opportunities
- free on-site parking
- subsidised coffee-shop

How to apply

Online via Eteach or please contact HR@wycliffe.co.uk

This vacancy does not have a fixed closing date, and applications will be reviewed on a rolling basis. We reserve the right to close the vacancy early if a suitable candidate is found.

Safer Recruitment Statement

All members of staff are subject to an enhanced Disclosure & Barring Service in accordance with our child protection requirements.

In accordance with our vetting policy, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.