



APPENDIX C RESIDENTIAL GRADUATE ASSISTANT JOB DESCRIPTION

Purpose of Job

The Residential Graduate Assistant will support all aspects of Boarding life at Lucton School as well as other various departments such as music, equestrian, sport and drama. Whilst gaining experience of a Boarding School environment and providing positive educational and pastoral experiences for the students, the RGA will remain committed to the Personal and Moral Values of Lucton School (Compassion, Courage, Initiative, Integrity, Responsibility and Respect).

Duties and Responsibilities

Main Duties

Boarding:

- Provision of outstanding welfare support to the Boarding Pupils in support of the Head of Boarding and other members of the Boarding Team, promoting safeguarding and welfare of all.
- Provide direct support to pupils and staff in dealing with all aspects of the health, welfare and pastoral care of pupils adhering to relevant school policies and procedures at all times.
- Support the Boarding Team with a wide range of administrative duties relating to pupils and their families.
- To monitor and maintain standards of uniform and appearance; ensure that pupils' clothes and personal belongings are used appropriately and stored tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house with respect; liaise with the appropriate domestic or maintenance staff where necessary.
- To support a full and varied programme of extra-curricular activities available, particularly at weekends.
- To assist with keeping records of pupils' academic progress, welfare, health, emotional problems, achievements and misconduct.
- To provide a stimulating and pleasant living environment which pupils respect and where they feel valued and secure.
- To undertake evening and weekend duties such as prep supervision, dining room supervision, bedtime roll call etc
- To work within the Boarding Houses up to lunchtime on the day after half term begins and back in the Houses by lunchtime on the day half term ends.
- To be available for 2/3 days at the beginning and end of terms to set up and close down the residences.

Sam

LUCTON SCHOOL



Non-Boarding:

- To support various academic departments around the school to include music, drama, sport, equestrian, CCF etc.
- To support non-academic departments around the school to include maintenance, administration etc
- To support the Nursery as an unqualified assistant, as required.
- Lifeguarding for all school swimming sessions at the Prince Edward Swimming Pool as required.

Person Specification

The role requires excellent organisational skills, the ability to work as part of a team and the post-holder will need to be able to work under pressure and multi task across all aspects of school life. As an RGA we would expect an ability to listen and communicate at all levels (pupils, parents, staff) offering excellent customer service skills, initiative and commitment.

Personal Qualities

A graduate who has an interest in working with young people and believes that all children can succeed.

Willingness to learn and professionally develop.

Robust and caring disposition, with patience and empathy.

Effective communicator – good listener and sincere.

Confident to take the lead when and where appropriate.

Flexible and adaptable.

A natural motivator of people, but with clear boundaries and a firm but fair approach.

To be confident in dealing with young people (aged 5-18 years).

Well organised and practical.

Enthusiasm for and commitment to working in a co-educational, multicultural, international school.

Commitment to the ethos of the school, support for the aims of policies of the school.

The ability to work as a member of the team.

Excellent attendance and punctuality.

Great customer service skills.

Smart appearance.

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line managers.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Boarding House and School.

This job description and accompanying documentation do not form part of the employment contract.

LUCTON SCHOOL



Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

Staff Member Acknowledgement I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name Ja Ahn

Date **13th Dec 2021**

Employee Signature _____

Date _____