



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: Working Hours: Contract Term Remuneration: Responsible to:	Residential Graduate Assistant Full Time including Boarding Duties 1 Year £ 13,000 plus accommodation and meals Headmaster
Main Responsibilities	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.

	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 • Lifeguarding for all school swimming sessions at the Prince Edward Swimming Pool as required.
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Other Professional Requirements	• Operate at all times within the stated policies and practices of the school and staff handbook • Comply with all Health and Safety requirements • To carry out duties as directed by the Senior Management Team • To participate in the extra-curricular activities programme • To participate in the games programme • Attend all major school occasions such as Speech Day, Carol Service and other events as required • Take responsibility for own professional development and duties in relation to school policies and practices • Liaise effectively and positively with parents and governors. • Any other reasonable duties relating to the job as required by the Headmaster
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Person Specification

Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
Qualifications:	• Graduate Levels / GAP Year or equivalent • Excellent literacy and numeracy skills.		Application Form Production of the Applicant's certificates Interview
Experience:	• Proven administrative and organisational skills with ability to prioritise, manage and complete a variety of tasks in periods of high pressure	• Experience of the school admissions process	Application Form Production of the Applicant's certificates Interview Professional references

Skills:	• Well-developed written communication skills (the ability to write copy and draft letters) with high standards of literacy and numeracy together with excellent spelling, punctuation and grammar and letter writing skills • High level of personal and professional commitment. • An ability to strike a good Rapport with students, staff and parents. • An ability to communicate effectively both verbally and in writing. • Good literacy and numeracy skills.		Application Form Production of the Applicant's certificates Interview Professional references
Personal Competencies and Qualities:	• A genuine enthusiasm for working with children. • A commitment to overcoming barriers to learning. • An ability to inspire confidence with a positive attitude. • An ability to strike a good professional rapport with children, staff and parents. • Being a positive role model. • To be flexible to the needs of the students. • An interest in working with young people • The ability to contribute to an important area (or areas) of school life (e.g. sport/academic/music/drama) • Strong communication and interpersonal skills • Empathy for students, parents, staff and the community • Understanding of safeguarding and appropriate professional boundaries • Commitment to continual personal and professional development	• A strong commitment to continued personal development.	Application Form Interview Professional references.

	• Willingness to participate in the full life of a busy boarding school, including evening and weekend work • Enthusiasm for and sympathy with an educational environment and the ethos of Lucton School		
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