

# JOB PROFILE

## GRADUATE BOARDING AND TEACHING ASSISTANT

**To start: September 2024**



Lucklex  
HOUSE SCHOOL



## OVERVIEW

This is an exciting opportunity for a Graduate student who is considering a career in teaching to gain experience of working in a thriving school. The position involves working as a member of the boarding team and during school time gaining experience in the classroom with qualified teachers. This is alongside other duties which facilitate the smooth running of the School.

Assistants work as part of a team of staff in boarding and share in the general oversight and welfare of the boarders, but are not expected to take major decisions without support and guidance. They are considered junior members of staff and must be careful to see that their conduct sets a good example to pupils.

The role will assist with various duties in the boarding house such as supervising prep and other evening duties. During the day duties will vary from helping in the School Office to assisting teachers in lessons.

The successful candidate will combine good communication skills with strong organisational abilities and a flexible approach to work, as well as a care and concern for the welfare and development of pupils. An ability to work as part of a team is essential.

As a school which sets high standards for its students, there is an expectation of high standards from all those who work at the school. All staff should provide students with positive role models. Boarding and Teaching Assistants are expected to:

- Be hard working, reliable and punctual
- Demonstrate honesty and integrity at all times
- Be neatly dressed and generally smart in appearance
- Attend school functions when required
- Support the aims of the School.

Qualities we are looking for in our Boarding & Teaching Assistants:

- Outgoing
- Self-confident and able use own initiative
- Team player
- Friendly
- Willing to learn
- Willing to take on responsibility under supervision
- Adaptable
- Interested in integration into school life.

## TERMS AND CONDITIONS

**Start date:** September 2024  
Fixed term contract.

Most of our graduates remain with us for one to two years, unless they are enrolled on a teacher training course in which case they may stay with us for longer.

**Hours:** Term time, plus some additional days at the start and end of the holidays.

**Salary:** Competitive, in the region of £18,000 to £20,000 per annum depending on qualifications and experience.

### Accommodation

Comfortable accommodation is provided. Meals may be taken in school free of charge during term time. Boarding and Teaching Assistants can stay in school during holiday periods but meals are not provided.

**Closing date: Friday 15 March 2024 (noon)**

(We reserve the right to interview and appoint before the closing date.)



# JOB DESCRIPTION

**Job Title:** Graduate Boarding and Teaching Assistant

**Job Purpose:** To help in Boarding under the direction of the Head of Boarding/Housemaster and during school time to play a full part in the life of the School as a teaching assistant and contribute to the pastoral life of the School. Some administration work in the School Office is also required.

**Accountability:** To the Head of Boarding & Deputy Head (Academic)

## Main Areas of Responsibility

In the Boarding House Assistants are expected:

1. To contribute to the induction arrangements for new pupils joining the house; to ensure that any “settling in” problems are resolved.
2. 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 pupils.
3. To be responsible for the care, supervision, cleanliness and presentation of pupils in the House, co-ordinating and liaising with other boarding staff as necessary.
4. To be aware of the School uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the Laundry.
5. 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.
6. To implement supervision; to ensure the safety and security (including emotional) of all pupils at all times when they are in the School’s charge (including meal times, prep time, weekends and on expeditions and outings).
7. To liaise with the person in charge of first aid and health to ensure that pupils’ medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.
8. To ensure that pupils clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
9. 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.
10. To ensure that pupils make use of the full and varied programme of extra-curricular activities available and pupils are appropriately occupied.
11. To provide a wide range of activities for the boarders in the evenings and at weekends.
12. To be aware of the academic strengths and weaknesses of pupils; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
12. To ensure that family incidents and problems are brought to the attention of those who need to know.
13. To counsel pupils 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 Child Protection.
14. To take part in appropriate staff cover arrangements for other staff if needed.
15. To attend boarding staff meetings as required.
16. To 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 School.
17. To ensure that you are familiar with the Boarding Handbooks, the School’s policies and procedures for safeguarding, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.



18. At the end of the holidays (especially if the House has been used for holiday lettings), to help boarding staff prepare 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.
19. After the end of term, to assist with the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Bursar.
20. To take part in such performance management or staff review arrangements made by the School.
21. To perform any other tasks that the Line Manager may reasonably request.
22. Assistants are subject to the School's Support Staff Disciplinary Procedures.

Boarding and Teaching Assistants are expected to sleep in each night when they are on duty and thus maintain their vital security and caring function. They are never left in sole charge of boarding. Their function is to help boarding staff who are on duty and are expected to help and organise boarding activities on weekdays and weekends as required. Their duties are arranged by mutual agreement with the Head of Boarding.

Duty changes and swap requests must be made with the knowledge of the Head of Boarding and usually require a minimum of 24 hours' notice.

### **Typical Working Week**

Boarding staff are expected to be available 24-7 however we do try to build in a significant amount of free time.

Each week you will be off duty for a 24-hour period, as agreed with the Head of Boarding (This is a good opportunity to get a night off – you are able to leave the site during this time – you will not be called upon to do any duties at this time unless previously arranged with the Head of boarding or in an emergency).

You will also have an additional evening off from 6.30pm – 10.30pm (or equivalent) on a different weekday. On these evenings you will need to be 'on-call' and able to get into school within 15 minutes in case needed to support boarding in any way. You will need to be back on duty overnight.

On days where you do not have any other significant time off there will be a 2-hour block of time (during the school day) when you will not be required to be on duty.

You will also have 1 weekend off in 4 running from 8.00am on Saturday morning until 10.00pm on Sunday evening. When working weekends, you will be scheduled a 4-hour break from duty where you will remain 'on-call' and able to get into school within 15 minutes in case you are needed to support boarding in any way.

### **Teaching Responsibilities in School**

All lessons are taught by fully qualified teachers, and Teaching Assistants are there to provide extra help under the guidance of such teachers. Teaching Assistants may well be attached to the department of their own academic subject to help with lessons and to further their own studies.

Boarding and Teaching Assistants are expected to play as full a part in the life of the School as time permits and will be timetabled with duties in school hours which may include the following:

1. To support the various departments in areas that meet your particular skills or interests.
2. To assist an allocated department.
3. To carry out breaktime duties with other staff.
4. To assist in the organisation of all major school events.
5. To work in the School Office as directed by the office staff.
6. To help with administrative jobs for teachers such as photocopying, laminating, display boards etc.
7. To assist teachers in class.
8. To perform any other tasks that the Head may reasonably request.

# PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

QUALIFICATIONS		
Educated to degree level (or an equivalent qualification)		✓
KNOWLEDGE/SKILLS		
Excellent organisational and administrative skills	✓	
The ability to communicate effectively with pupils, parents and staff in an appropriate way	✓	
Punctuality and the ability to prioritise workload and meet deadlines	✓	
Basic ICT Skills (Microsoft Office applications, email, databases)	✓	
The ability to plan, prepare and run an activity (e.g. baking, craft, fitness, games, nature walk)	✓	
PERSONAL QUALITIES/DISPOSITION		
A team player who is cooperative, helpful and able to show initiative	✓	
Proactive in approach and able to seek advice and support in a timely fashion when appropriate	✓	
Able to establish a strong rapport with pupils, asserting authority when needed and maintaining appropriate boundaries	✓	
Patient and calm under pressure	✓	
BACKGROUND/EXPERIENCE		
Previous experience of working with children and young people in a paid or voluntary role		✓
Previous experience of working in a pastoral/boarding role		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people	✓	
A flexible attitude towards duties and working patterns in order to fulfil the requirements of the role	✓	
Empathy with the Christian ethos of the School	✓	
A strong commitment to the principles of equality, diversity, and inclusion	✓	

## HOW TO APPLY

For further details, please contact HR on 0118 974 3207 or 0118 974 3223 or via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

Alternatively, an application can be downloaded and submitted via the TES website at: [www.tes.com/jobs/employer/-1002273](http://www.tes.com/jobs/employer/-1002273)

**Closing date: Tuesday 30 April 2024 (noon)**

We reserve the right to interview and appoint before the closing date.