

<b>Job Title</b>	Resident Graduate Assistant
<b>Date</b>	April 2025
<b>Department</b>	Boarding
<b>Reports to</b>	Head of Boarding

<b>Purpose of the Role</b>
<p>To ensure that the environment in the boarding house is one which is caring, safe and responsive to boarder's needs and welfare.</p> <p>To support the Head of Boarding and Assistant House Parents in the day to day running and management of the boarding house in line with the National Minimum Standards and the School's Policies.</p>

<b>Departmental Information</b>
<p>The boarding provision consists of a Boys and Girls boarding house for pupils aged 11 to 18, and occasional junior boarders and is overseen by the Head of Boarding. The House has a number of part time Tutors some of which reside in the house and this is also supported by three Assistant House Parents.</p>

<b>Main tasks and responsibilities</b>
<p>Monitor and maintain the welfare, safety, discipline and pastoral well-being of all boarding pupils.</p> <p>Assisting in the achievement of the School's compliance with the regulatory requirements of the National Minimum Boarding Standards. Be familiar with the relevant legislation relating to boarding.</p> <p>Establish and maintain positive relationships with parents, agents and guardians of boarders.</p> <p>Provide support to the Nurse during the school day by assisting with attendance at outside appointments and general support during busy times.</p> <p>Take ownership for a specific areas of interest in the boarding house activities calendar by offering a sport related topic.</p> <p>Accompany and support groups on school fixtures acting as an additional member of staff for pupil supervision.</p> <p>Have involvement in academic learning during prep periods by offering coaching and support.</p>
<b>Minimum Standards and Best practice</b>
<p>Keep suitable records of events, including health, welfare, emotional problems, achievement or misconduct sharing them with the necessary staff members in the school community and follow statutory processes when relevant.</p> <p>Attend relevant Fire Safety training and carry out regular fire drills and ensure all</p>

boarders and staff are aware of fire safety protocols.

Promote good communication between the boarding community and the rest of the school.

Work with the other House staff to ensure that the boarding house accommodation is fit for purpose and is well looked after by the boarders, so that it creates a homely and stimulating environment.

### **Planning and Organisation**

Support inductions for all new boarding pupils, irrespective of when they may arrive throughout the course of the academic year.

Attend weekly boarding team meetings.

Take part in the regular and traditional events throughout the year and other ad hoc events and outings.

Support the beginning of term, mid term and end of term departures for boarders.

### **Pupil Welfare and Safeguarding**

Ensure the safety and security, including emotional health, of all boarders whenever they are within the care of the boarding house.

Act in Loco Parentis for all pupils within the care of the boarding house.

Ensure that the individual circumstances, needs, strengths, weaknesses and health issues of each pupil are identified and share with other staff as needed.

To promote, among students, self-discipline and a proper regard for the guidelines on conduct laid down by the School encouraging good behaviour on the part of the students and dealing with any infringements of discipline promptly by referring them to the appropriate member of Staff.

Establish and maintain a healthy routine to make sure that standards of cleanliness and personal hygiene are taught and carried out; that appropriate care is given to Boarders of all ages and that the special needs of each group are met;

Be aware of, and respond to, the special needs of individual boarders including those from different cultural backgrounds, and to be aware of the changing needs of all boarders as they develop.

Make appropriate referrals to the Senior Designated Person for Safeguarding.

Be aware of all aspects of Safeguarding and attend relevant training.

Take part in House meetings, when on duty, so that boarders can share their ideas.

Carry out all duties, as part of the rota, including attending breakfast and tea. Use all opportunities to monitor good behaviour both in the boarding house and around school.

Be available for back-up duties and be part of the presence in the boarding house.

Person Specification	
<b>Educational Attainment and Qualifications</b>  Educated to degree level	
Experience, Knowledge and Skills	
Essential	Desirable
Some experience of working with or substantially volunteering with young people in a position that would be able to provide you a reference.	Experience of working in a residential setting.
A can-do attitude and willingness to get stuck-in and learn from experienced members of staff.	Willingness and ability to undertake training to be able to lead/supervise sporting activities for boarders (such as NPLQ).
A good sense of humour.	An understanding of National Minimum Standards in Boarding.
Flexibility and willingness to be part of a 24/7 team which needs to respond at short notice to care needs.	An awareness of other cultures.
Ability to understand that keeping young people safe is <i>the</i> main purpose of our school and following safeguarding policies and procedures is essential.	Knowledge of good safeguarding practices and protocol
Be able to understand social cues and situations and adapt one's behaviour and responses accordingly.	A knowledge of health and safety and food handling
Ability to develop relationships with people from a range of backgrounds.	Working with children where English is not their first language.
Computer literate.	Knowledge of adolescent mental health
Able to follow procedures and routines.	
Willingness to take responsibility for an area of boarding provision as deemed appropriate by the Head of Boarding.	
Willingness to undertake CPD in order to continually develop understanding and competency in boarding sector.	

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.