

ST MARY'S SCHOOL ASCOT

Job Description and Person Specification

Details – Graduate Assistant



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title** - Graduate Assistant
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of co-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: www.st-marys-ascot.co.uk
4. **The Appointment.** The role of Graduate Assistant is for a fixed term from the start of September 2021 to early July 2022. GOQ woman.
5. **Line Manager.** The Line Manager is the Head of Boarding.
6. **Job Description.** The Graduate Assistant will have responsibility for the following:

Pastoral and Boarding Duties: To act as a member of the school's boarding and residential staff team. This will include -

- To do boarding duties including working 4 evenings a week, to include supervising junior boarders in common rooms and overseeing bedtime routines, and working 1 or 2 mornings a week overseeing waking boarders and morning routines;
- To escort girls to medical appointments, airports and train stations and other individual commitments and dealing with any associated paperwork;
- To attend chapel and house meetings when on duty;
- To carry out other duties as directed by the Head of Boarding.

Supporting Academic Staff:

- To give support to specific academic departments, according to degree and A-Level subjects;
- To assist with university preparation lessons and give individual university advice to the Sixth Form as required;
- Other administrative duties as directed by the Head of Boarding including covering school reception when required.

Co-curricular/Trips:

- To accompany and sometimes help to organise school trips;
- To assist with co-curricular activities such as drama, sport or music either as part of a timetabled lesson, or in the evenings or at weekends;
- To initiate, lead and organise activities, as appropriate;
- To assist with weekend activities and trips.

7. **Person Specification.** The successful candidate must be a responsible and enthusiastic person who may wish to pursue a career in teaching. It is an enriching experience which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved in both the academic and boarding sides of the school.

Specialist knowledge and experience

- Educated to degree level.
- IT skills in order to use Microsoft Word, Excel and Outlook.

Planning and organising

- Able to organise time effectively, prioritise workload and meet deadlines.
- Able to organise events and create and monitor plans.

Problem solving

- Able to take responsibility for own actions and make decisions without referring to others.
- Able to analyse issues and break them down into their component parts.
- Able to retrieve and absorb information quickly.

Resilience

- Able to remain calm and self-controlled under pressure.
- Able to demonstrate perseverance and stamina.

Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience.

Team Working

- Able to develop effective and supportive relationships with colleagues in a cheerful manner.
- Is considerate towards them and creates a sense of team spirit.

Commitment, motivation and flexibility

- Enthusiastic and motivated approach.
- Able to adapt to changing demands and conditions.
- Commits self to work hard towards goals.

8. **Conditions.**

Salary: £1125 per month plus accommodation while employed, from the start of September 2021 to early July 2022.

Hours: Working days will be split into mornings, afternoons and evenings and there will be at least four hours off duty each working day. There will be one full day and night off per week during the week. Weekends will vary depending on School activities but will always include some time off during the day if the evening is to be worked. Graduate assistants will be required to work until all residential duties have been completed on exeat and half-term Fridays, on the evening before the last day of each term, and on the last day of each term. All Graduate assistants will be expected to work on Sundays when the girls return to school after holidays for no more than 5 hours, even if not usually scheduled to work on Sundays during term time.

Graduate Assistants are expected to attend 7 INSET days – 4 before the start of the Michaelmas term, 2 before the start of the Lent term and 1 before the start of the Summer term.

Other: Breakfast, lunch and evening meal are available free of charge during term time. St Mary's School is an entirely non-smoking site.

9. **A Catholic School**

Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

10. **Applications:**

A short letter of application and completed application form should be sent by 12 noon on 19 February 2021 to: Mrs Danuta Staunton, Headmistress, St Mary's School, Ascot SL5 9JF.

First interviews will take place on 24 February 2021