



Job Description

Graduate Resident Assistant

About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally and the school is noted for its exceptional onsite equestrian centre.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

The Role

Job Title:	Graduate Resident Assistant
Responsible to:	The Deputy Head (Pastoral)

The Graduate Resident Assistant's role is a multi-faceted position and duties will be undertaken throughout all areas of the school, taking account, wherever possible, of the skills and interests of the particular individual. Graduate Resident Assistants require enthusiasm to work with children and the ability to work under pressure. Flexibility and good communication skills are essential. This is a residential post and on-site accommodation is provided.

Aim of post: To fulfil the role of a team member on the school staff, actively assisting in the smooth running of all aspects of school life whilst also being actively involved in the subject field of choice.

To help to provide a family atmosphere for the boarders and give them the kind of help, encouragement and adult contact that a day pupil would receive in a good home

Key Tasks and Responsibilities within the boarding houses:

- Assist the Houseparent in running a happy and orderly house
- To follow all house routines in an active manner to maintain a well run House and liaise closely with the Houseparent over the day-to-day running of the House and the health, welfare and care of pupils
- To help and support younger boarders– with laundry, making beds, packing at end of term, and reading bedtime stories when required and undertaking activities with them
- To supervise prep
- To aid the Houseparent in the organisation and running of activities throughout the week and weekend
- To be alert to the health and safety of all pupils, including an awareness of the procedures for accounting for all pupils in the Boarding House to which they are assigned; their summoning, and their evacuation if necessary
- To encourage the pupils in community living and interpersonal skills such as team participation, responsibility for others, understanding, tolerance and compassion

- To act as emergency cover in house (for example should the houseparent be taken ill or be required to accompany pupils to hospital)
- To accompany students to hospital for if required to do so by the houseparent

Key Tasks and Responsibilities in school:

- To be responsible for specific teaching duties in school, which may include; classroom assistant work, administrative support, and cover for staff absence
- Working closely with the Head of Department to whom you are assigned to take an active role in developing the departmental activities and profile within the school
- To assist maintenance and estate staff on routine and non-skilled tasks
- To assist in clerical, reception and marketing duties
- To accompany pupils on out of school activities e.g. medical escorts, trips, D of E, sports fixtures, camping as required
- To assist, as the Deputy Head or Head may reasonably require, with major school and equestrian events in the School Calendar; e.g. open days, speech day, the Ball, ISODE & other Equine events, music events, sports, drama productions
- To assist in the preparation of rooms/facilities for the start of term, and the clearing of them at the end of term.

Other Tasks and Responsibilities:

- All Graduate Resident Assistants are required to familiarise themselves with the contents of the Resident Assistants' Handbook, as well as other key school policies, on arrival at the School. They are to fully implement these policies into practice and to maintain their knowledge of these policies throughout. (Child Protection, Prevent, Fire Procedures & Health and Safety)
- To encourage high standards of behaviour from the pupils, particularly in their relationships with others and to be familiar with both the school rules and disciplinary procedures
- To maintain at all times a professional relationship with pupils in the school
- To help to provide a moral example in line with the standards and expectations of the school community
- To uphold the school's procedures for discipline and ensure that pupils follow all the school rules and inform the Houseparent, and the Deputy Head (Pastoral), where appropriate, of any matters of concern; including breaches of school discipline, e.g. pupil involvement in smoking, alcohol or chemical abuse and bullying etc.
- To attend assemblies, inset training, Staff INSET days and staff meetings as directed by the Deputy Head (Pastoral)
- To act as a Lifeguard at the school Pool as instructed by the Deputy Head (If applicable and NPQL qualification obtained)
- Being on call overnight in HWBC to care for pupils as required by member of LT or Houseparent
- To act as a member of staff, taking responsibility for pupils if requested by a member of the Leadership team, on school trips or in the boarding house etc as required.

In addition to the above, to undertake such other duties as the Deputy Head (Pastoral), Deputy Head (Academic), Senior Deputy Head or Head may from time to time reasonably request.

Terms and Conditions

Salary: £12,000 for 11-month contract terminating on 31st July 2023 (equivalent to £13,090 per annum).

Accommodation: A single room with access to bathroom facilities and a common room. (N.B If you remain at school outside of actual term time when not working during the school holidays, you may be required to move into alternative accommodation if the house you reside in is 'let' during the school holidays) All meals are provided in the school dining hall during term time and when catered holiday lets are in residence.

Hours of Employment: Hours of work are on a flexible rota and rolling timetable. Some shifts will be split but they will be arranged so that there is at least one continuous 48 hours break each fortnight

Holidays All holidays will be taken out of term time. Graduate Resident Assistants can expect the majority of the School holidays off, however, they must clear dates with the Deputy Head (Pastoral) prior to arranging to leave the school. In order to assist with Boarding House duties, Graduate Resident Assistants are required to remain in school for 12 hours after the end of a term/half term. All Graduate Resident Assistants are required return to the school by 1pm on the day before the start of the next term/half term

Benefits: Use of fitness suite, swimming pool etc. when available to staff.