



SHEBBEAR COLLEGE

Job Description: Graduate Assistant

Reporting to: Senior Deputy Head

The Graduate Assistant role provides essential support to pupils and staff across academic lessons and co-curricular activities (sports, outdoor education, trips, events etc). The role will involve teaching, mentoring and promoting the general progress and well-being of individual pupils

Main Duties and Responsibilities

The post holder will be expected to become involved in a range of work on occasions that may not be shown below:

Pastoral

The Graduate Assistant will:

- Undertake duties within the Boarding House to support the Head of Boarding as required
- Work alongside the Head of Boarding and duty boarding tutor team within the Boarding House during term time
- Be a prominent, visible presence within the school and forge strong relationships with pupils, parents, staff and the wider community
- To assist in setting the very highest standards of care for pupils
- Ensure the safety and security of all pupils at all times when they are in the school's charge
- Assist the Head of Boarding in creating and sustaining a 'home from home' environment where the pupils will feel happy, safe and supported, and in which they will thrive individually and collectively
- Be aware of, and to respond to, the needs of individual pupils, including those from different cultural backgrounds and to be aware of the changing needs of all boarders as they develop
- Provide a listening ear to the boarders in the House: this relationship is vital when dealing with the more challenging personal and social issues that can arise
- Assist the Head of Boarding with establishing and maintaining healthy routines for each pupil, including those of personal hygiene, sleep and diet
- Be involved in all aspects of the boarders' lives and they will be encouraged to watch sport, join weekend outings and assist with House functions
- Attend House meetings as required by the Head of Boarding

Academic

The Graduate Assistant will:

- Support and lead in academic areas
- Cover academic lessons when required
- Mentor pupils when required
- Coach (or assist with) pupils during their on-site PE lessons/Sports practices and off-site visits (e.g. match days) and/or performing arts lessons
- Coach a sports team and/or lead performing arts rehearsals and performances
- Offer activities as part of the co-curricular programme
- Following a full briefing on regulations and protocol, invigilate examinations as and when required

- Go about every job with energy and enthusiasm and get involved in as much as you can in the school life at Shebbear College.

Boarding House Specialist Responsibilities

- In liaison with the Head of Boarding, the Graduate Assistant will be required to communicate with parents and/or guardians on a regular basis
- To be responsible for promoting and safeguarding the welfare of pupils in accordance with the School's Safeguarding and Child Protection policy and reporting procedures
- Be fully conversant with the School and House rules and communicate any pastoral/disciplinary concerns that they become aware of to the Head of Boarding as soon as possible

General Duties

- Uphold the ethos, aims and objectives, reputation and good name of the College.
- To be in sympathy with the College's Christian foundation and contemporary values.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities, depending on the needs of the College
- Be a good ambassador for Shebbear College