

Job Title: Graduate Resident Assistant

Department: Academic

Hours of Work: Full time

Salary: £12,000

Responsible to: Deputy Principal, the Assistant Head (Academic) and to the Extra-Curricular Manager, as applicable

OVERVIEW OF THE JOB

This role will provide the opportunity to develop first-hand and practical experience of working in a school and to determine whether teaching might be the right career for you. You will benefit from direct involvement with very experienced and senior staff, and will gain invaluable experience.

It is also designed to give CCSS the benefit of an enthusiastic and capable individual who is keen to contribute as much as possible to college life.

You will have an input into the three key areas of academic, boarding, and extracurricular life of the college and will report to the Deputy Principal, the Assistant Head (Academic), and to the Extra-Curricular Manager, as applicable.

You will contribute to the academic life of the college, providing support to students in and out of class and possibly teaching some lessons, as appropriate to your skills and to the college's needs, all with the support and guidance of experienced staff.

You will support wider aspects of boarding. You will be expected to be resident overnight throughout term time, playing a full and supportive role both in activities and in formal duties.

You will be responsible for the preparation and delivery of activities, trips and events within and outside the College, during term time and some holiday periods, ensuring the wide engagement of students.

WORKING HOURS AND HOLIDAYS

Your normal working hours are 40 hours per week and will be flexible. They will include work within the college timetable hours 0900-1700 Monday to Friday, as well as evenings and weekends to suit the activities/boarding programme. You will work during college terms, which includes any early start to the Autumn Term, "Admin Week" prior to the Autumn Term and the three working days prior to the return and after the departure of students, and for up to four weeks during the college holidays, but will have the remainder of the college holidays free.

Main Duties:

- In collaboration with the Deputy Principal, undertake boarding duties, which includes
- assisting with registration;
 - assisting with nightly routines;
 - supervision of homework with GCSE students;

<p>Main Duties (cont'd)</p>	<ul style="list-style-type: none"> • assisting students in your own area(s) of academic expertise, such as running weekend study sessions; • providing a suitable programme of interactive activities in boarding houses, especially for younger students one day each weekend (usually Saturday), ensuring they are fully engaged. <p>In collaboration with the Assistant Head (Academic), undertake academic duties, which include:</p> <ul style="list-style-type: none"> • assisting with lessons in your own area(s) of academic expertise; • teaching subject lessons, by mutual agreement and with support, when you feel confident to do so; • assisting with registration; • undertaking private study supervision. <p>In collaboration with the Extra-Curricular Manager, support, prepare and deliver an interesting range of interactive activities, which includes:</p> <ul style="list-style-type: none"> • ensuring wide engagement of students, including those who do not usually participate; • accompanying students on excursions during or outside college hours; • maintaining regular, clear and accessible records of student participation and any medical injuries or other incidents that occur; • taking an active role in promoting events within the activities programme. <p>These responsibilities are illustrative, rather than exhaustive, as all roles in college require flexibility and adaptability, according to circumstances and needs.</p>
<p>You will:</p>	<ul style="list-style-type: none"> • treat students with dignity, building relationships rooted in mutual respect; • show tolerance of and respect for others; • ensure effective supervision of students, safeguarding students' safety and well-being at all times; • maintain high standards of attendance and punctuality; • deal with student issues/emergencies promptly, as and when they arise; • understand and act within the relevant college, national and statutory frameworks; • maintain high standards of ethics and behaviour in and out of college.
<p>The above job description indicates only the main duties and responsibilities of this post. It is not intended as an exhaustive list.</p>	
<p>Person Specification</p>	
<p>The job requires that you have:</p> <ul style="list-style-type: none"> • a wide range of interests and a passion for making things happen; • experience of working with and/or mentoring young people; • a clear understanding of child protection, health and safety and good practice with regards to activities and events (training will be given); 	

- the ability to adapt appropriately and work effectively with colleagues on a range of different projects/initiatives, and also be able to work autonomously;
- effective time management skills to prioritise conflicting demands and meet deadlines;
- strong communication abilities and interpersonal skills, both verbal and written;
- good levels of IT literacy;
- strong presentation skills and clarity of speech;
- a calm and diplomatic approach.

It also requires that you are:

- prepared to work flexible hours, including evening and weekend hours;
- prepared to undertake an enhanced DBS check;
- prepared to undertake qualifications, if needed;
- an advocate for cultural diversity;
- willing to play a part in the wider life of the college;
- able to maintain a friendly and professional manner at all times;
- willing to accept additional responsibilities;
- neat, well-groomed and well-presented;
- a strong role model for young people.

QUALIFICATIONS

- Honours degree required;
- Recognised coaching/mentoring/guidance qualifications are desirable, but not a prerequisite.

CSS is committed to safeguarding and promoting the welfare of children and young people and expects everyone connected with the College to share this commitment.