



Mount St Mary's College / Barlborough Hall School

Job Description

Job Title:	Residential Graduate Assistant
Salary:	£12,000 per annum
Responsible to:	Cross Campus Director of Sports & Head of Boarding. However, the day to day management from a sports perspective would fall under the Coordinators of Boys' and Girls' Games.
Location:	Mount St Mary's College and Barlborough Hall School
Working Weeks:	Term-time (35 weeks)
Contract Duration:	Fixed Term from 30 th August 2018 to 5 th July 2019 with the potential to extend the term by a further academic year dependent on performance. Induction will take place during the last week in August 2018.
Accommodation:	The post-holder will be required to live on site during term time at Mount St Mary's College.

Job Purpose

The purpose of the Residential Graduate programme, in which roles are offered on a fixed term basis to recent graduates, is to provide opportunities for individuals to gain new skills and develop their experience, by playing a full part in school life in a varied role.

There are two key strands to the role of Residential Graduate Assistant. The first is to be a key member of the Games Department in a sports coach capacity. The Residential Graduate Assistant will support the Cross Campus Director of Sport and the Games team in delivering quality, cross campus Sports including preparation and maintenance of resources, materials and providing support to staff and pupils. The post holder will assist and coach across the whole age and ability range during timetabled sports sessions and extra-curricular activities including attending and travelling to weekend fixtures. When not coaching, the role will also provide support to the Games team on both the administration and commercial side of the operation.

The second element of the role is to provide support to the Houseparents in the Boarding Houses and to act as the responsible adult in the boarding house when the Houseparent is off duty. The Residential Graduate Assistant will ensure that all members of the boarding house are safe and well whilst on duty, and be proactive in maintaining high standards of pastoral care within the boarding environment. When on duty the Residential Graduate Assistant will be the duty supervisor for the

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Mount St Mary's College
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Headteacher: Mrs Karen Keeton BMus. (Hons), PGCE

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boarding staff within their boarding house and will therefore be required to be resident in the boarding house whilst on duty and be contactable and available at all times whilst on duty.

Main duties and responsibilities

The role the post holder will be expected to:

Sports Coaching and Administration

- Support the Sports team in delivering high quality, time-tabled Sports, PE and Games Sessions across Mount St Mary's College and Barlborough Hall School in accordance with departmental schemes of work.
- Support the delivery of weekday evening sports activities on a daily basis.
- Attend weekend team fixtures to coach sports teams.
- Provide prep school support as and when required not only to Barlborough Hall School but to feeder schools, such as Mylnhurst, Immaculate Conception and St Peter & Paul School.
- Assist in creating and maintaining a purposeful, orderly and productive working environment for sports sessions.
- Establish a good rapport with the pupils.
- Motivate, inspire and challenge pupils to achieve their full potential.
- Ensure the Health and Safety and good behaviour of pupils at all times.
- Ensure timely and accurate maintenance, preparation and use of specialist equipment/resources/materials as required by staff and/or session plans.
- Assist others in the safe and effective use of specialist equipment/materials.
- Contribute to the preparation and review of risk assessments.
- Contribute to the monitoring, assessment and coaching of sports scholars.
- Complete the necessary quality and safety checks.
- Assist the Cross Campus Director of Sport with organisation of tours, tournaments and events including administration tasks, travel and accommodation bookings.
- Perform any other tasks that the Cross Campus Director of Sport or the Coordinators of Boys' and Girls' Games may reasonably request.

Boarding

- Support the Houseparents' and efficiently help to manage the organisation and resources of the House
- Provide for the safety, good discipline and pastoral wellbeing of all pupils in the House.
- Contribute to the induction arrangements for new pupils joining the house and ensure that any "settling in" problems are resolved.
- Provide a sympathetic presence in the House and be sensitive to those who are having difficulties coping with school life, liaising closely with other relevant staff concerning the progress and welfare of pupils.
- Be responsible for the care, supervision, cleanliness and presentation of pupils in the House, coordinating and liaising with other boarding staff as necessary.
- Be aware of the school uniform and clothing requirements of pupils and ensure they have all the items they require, whilst being responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the Laundry.

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- Ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and staff are informed as required, so that individual opportunities, talents and potential are developed and maximised.
- Implement supervision to ensure the safety and security (including emotional needs) of all pupils at all times when they are in the school's charge (including meal times, prep time, weekends and on expeditions and outings).
- Liaise with the person in charge of first aid and health to ensure that pupils' medical requirements are properly catered for and to encourage pupils to adopt a healthy lifestyle.
- Ensure that pupil's clothes and personal belongings are used appropriately and stored securely and tidily, to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
- Develop in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- Ensure that pupils make use of the full and varied programme of extra-curricular activities available and pupils are appropriately occupied, especially at weekends.
- Be aware of the academic strengths and weaknesses of pupils; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
- Ensure family incidents and problems are brought to the attention of those who need to know.
- Counsel pupils at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have, to fulfil the requirements of the school's policy on Child Protection.
- Take part in appropriate staff cover arrangements for other staff if needed.
- Attend boarding staff meetings as required.
- Support the school's Disciplinary Policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the school.
- Be familiar with the Boarding handbooks, the school's policies and procedures for safeguarding, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
- Provide support at the end of the holidays (especially if the House has been used for holiday lettings), to help Houseparents' prepare bedrooms, and carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable.
- Assist the Houseparents' at the end of term, with the clearing up and cleaning of the house and carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Bursar.
- Perform any other tasks that the Head of Boarding or House Parent may reasonably request.

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Training & Development

- Ensure you set personal targets for yourself and take responsibility for your own continuous professional development
- Take part in training as directed by the school, including but not exclusively, first-aid training, shared vision and internal training in behaviour management.
- Maintain up to date knowledge of emerging developments within sports and boarding.
- Attend any training required by the school
- Play an active part in the School's annual appraisal/performance development process.
- Read, understand and be competent in the School's Safeguarding Policies and Procedures.

ICT

- Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure working practices comply with the regulations.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to your line manager and in accordance with School policy.
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety and welfare.
- Following any training you receive when using any work item provided.

All school staff are expected to:

- a. Work towards and support the School's vision and the current objectives.
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value promote and advance equality and diversity.
- d. Work within and adhere to the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the School and its people.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct positive and courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Work within the School's pastoral and behaviour management policies and structures.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Mount St Mary's College 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.

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PERSON SPECIFICATION

Residential Graduate Assistant	Ess	Des	MOA
EDUCATION & TRAINING			
Must be recently graduated with a degree level qualification	*		
A recognised Level 1 Coaching Certificate or equivalent in at least 1 of the School's core sports (Rugby/Hockey/Netball/Cricket)	*		A/C
Must be willing to undertake training in additional sports and Behavioral Management Training as directed	*		I
First Aid Certificate (can be gained on employment)		*	A/C
WORK EXPERIENCE			
Experience of working with young people	*		A/I/R
Experience of working with young people in an educational environment		*	A/I/R
Involvement in delivering structured sports sessions	*		A/I/R
KNOWLEDGE			
Safeguarding and child protection awareness	*		I
Health and safety knowledge relevant to a sports setting	*		I
Fitness training principles	*		I
Understanding of an educational environment		*	I
SKILLS			
Competency to perform at consistently high standards in a sports coaching environment	*		I/R
Excellent communication skills – written, verbal and listening	*		I/R
Good interpersonal skills demonstrating the ability to form good working relationships	*		I/R
Patience and empathy with young people	*		I/R
PERSONAL ATTRIBUTES			
Acts as a positive role model with behaviour consistent with the values of the School	*		I
Committed to delivering high quality sports coaching to pupils	*		I
Able to work unsociable hours as required	*		
A strong work ethic with a 'can do' attitude.	*		I/R
Approachable, calm and diplomatic.	*		I

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Certificate

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.