



Highfield and Brookham Boarding House

JOB DESCRIPTION – LEAD GRADUATE ASSISTANT

Reporting to: Heads of Girls' Boarding/ Boys' Boarding and the Director of Boarding

Purpose of the Role:

The Lead Grad is a key member of the boarding team, who will help support the Head of Girls' Boarding and Head of Boys' Boarding, in ensuring that boarding at Highfield and Brookham is of the highest possible standard. This will be achieved through supporting the operational management of the boarding house, undertaking such responsibilities as necessary to care for the health and wellbeing of all our boarders. It is vital that they present the flexibility, passion, and communication skills necessary for a role working closely with many members of staff and students.

Working as part of the Residential Team, the successful applicants will be engaged in the classroom, on the games field and in the Boarding Houses. You will need to be caring, enthusiastic, with a zest for life and a commitment to work as part of a team. In return, we offer a fun and enriching environment in which to work and live.

Essential Qualities and Qualifications:

- Experience working with children in a professional capacity.
- Experience of, and genuine enjoyment of working with children
- Strong communication skills, ability to work under pressure, flexibility.
- Ability to take control of and lead a group of children in house, on activities and during excursions.
- The ability to build strong sense of community and togetherness while working with groups of young people.
- A strong knowledge of safeguarding legislation and processes in practice
- The ability to work collaboratively with students and taking a strengths-based approach to help students develop their self-esteem, confidence and resilience
- Strong organisational skills

Desirable Qualities and Qualifications:

- Experience working in a UK, residential boarding environment.
- Desire to become a teacher/ complete a PGCE
- Experience working in the education sector

Single accommodation will be provided within the Senior Boarding House, home to around 130 children and a further 10 members of the residential staff. Meals will be taken free of charge during term time.

Times on Duty:

Lead Grads are required to work intermittently throughout the day, beginning with wake-up duties, and finishing with lights-out. Assistant House Parents work six days out of seven and will have one full day off per week and one evening off per week. Overnight duties and weekends will be based on a rota. Time downstairs will be timetabled and will include duties such as assisting in lessons, leading games sessions and coaching teams, assisting with downstairs admin and break or lunchtime duties.

Duties and Responsibilities:

General Responsibilities

- Report to the Heads of Boarding and provide a high standard of pastoral care and supervision of students in the house.
- In the absence of the Heads of Boarding, being the lead member of staff in the house, to ensure continuity of care, behaviour, and handover.
- Oversee the gaps/grads under them and provide a main point of contact between the Heads of Boarding and the gaps/grads.

Pastoral

- Being visible and available to boarders during nominated hours of duty
- Being on call overnight, according to the duty rota.
- Provide pastoral care of pupils, attend care meetings where required and support pupils' emotional, cultural, and intellectual development.
- Assist in maintaining high standards of behaviour, discipline, manners and courtesy.
- Support, promote and implement all Boarding policies and procedures.
- Be a team player when organising and attending social and evening activities for boarders.
- Assisting Heads of Boarding with checking bedrooms for tidiness.
- Contributing towards the rewards and sanctions programme.
- Informing the Heads of Boarding and Director of Boarding of any concerns regarding a pupil and keeping a record in the of good and bad behaviour.
- Instruct and communicate with boarders regularly on the day's issues, forthcoming events, reminders, and matters relating to school and the boarding house.
- To take an active role in ensuring that students have a full, stimulating, and regular programme of activities and taking the lead in creating and implementing activities.
- To ensure that pupils treat the belongings of others, and the fabric and furnishings of the house with respect: to fulfil the requirements of the school's health and safety policy.
- To work with the matrons and the rest of the boarding team, to make provision for pupils' clothes and personal belongings to ensure that it is clean and stored.

Administration

- Ensuring effective communication with the boarding team, including briefings of activities etc.
- Ensuring effective communication with parents, guardians and agents when necessary. Including the production of a regular newsletter, boarding social media accounts, emails and telephone calls.
- Maintaining detailed student records paying particular attention to the confidentiality, privacy, and sensitivity of issues.
- Attend staff and boarding meetings as required.
- Liaising with the Heads of Boarding, to collect travel information from boarders for the various holidays and exeats throughout the year.
- General filing and administrative tasks.
- To attend appropriate training sessions for the purposes of maintaining quality, safe practice in the boarding environment, to understand the needs and legal obligations of boarding schools, and for potentially developing new working practices. To appreciate that these training sessions may need to take place on rare occasions out of term time or duty time.

Health and Safety

- Keep boarders healthy and safe, in line with Highfield and Brookham's policies.
- Keep parents informed about their children's health, safety and wellbeing, if necessary.
- Support the administration of first aid and medicines to boarders by the nursing staff.
- Maintain close liaison with the medical centre staff concerning pupils, medical protocols and provision.
- Ensure hygiene and cleanliness of boarders (including appearance and uniform) are maintained.
- Contribute to a programme of continual risk assessment within the House.
- Be familiar with the Highfield and Brookham's health, safety and security policies and procedures.

Safeguarding and Child Protection

- Be subject to an enhanced Disclosure and Barring Services check.
- Comply with Highfield and Brookham's Code of Conduct
- Be thoroughly familiar with the Highfield and Brookham's policies on safeguarding and other areas of professional practice.
- Complete Level Three Child Protection Training, to support the Boarding Safeguarding Team.
- Be responsible for confidential information and documentation and ensure this sensitive material is handled appropriately and accurately.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

An application form can be downloaded from the school website:

www.highfieldandbrookham.co.uk/jobs

Applications should be addressed to: HR Manager, Highfield School, Highfield Lane, Liphook, Hampshire, GU30 7LQ or sent via email to: recruitment@highfieldandbrookham.co.uk

Closing date for applications: Friday 12th April.

We reserve the right to make appointments before the closing date, so we invite interested candidates to apply as soon as possible.

***Safer Recruitment:** We are an I.A.P.S. co-educational Boarding and Day Pre-Prep and Prep School for 500 pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and the Employer Online Service regarding prohibition orders issued by the Secretary of State. Highfield and Brookham Schools are an Equal Opportunities Employer.*