



OLD SWINFORD SERVICES LIMITED

## Graduate Resident Tutor in a Girls Boarding House

Old Swinford Services Limited seeks to appoint a Graduate Resident Tutor who must have a suitable degree (any school subject including Sport or Music), to contribute to the work of a department at Old Swinford Hospital School. The Graduate Resident Tutor shall also assist the Housemaster with boarding duties and responsibilities.

### Person Specification

The successful candidate will be able to demonstrate the following skills:

- Must have a degree in a school subject;
- Excellent interpersonal skills;
- An ability to work with a range of age groups;
- An ability to think on their feet and organise and lead a range of suitable activities;
- Ability to support students in their learning;
- A team player;
- Self motivated;
- Good planning and organisational skills;
- Conscientious, reliable and enthusiastic;
- Ability to work independently and to be proactive either alone or as part of a team;
- Flexible attitude to work, willingness to work unsociable hours including evenings and weekend work;
- Displays commitment to the protection and safeguarding of children and young people.

### Job Specification

The Graduate Resident Tutor is responsible to a Subject Leader and the Housemaster of their appointed house with boarding duties and responsibilities.

There are both opportunities to contribute to the existing good work of a department, or to explore new directions in consultation with the Subject Leader. The Graduate Resident Tutor is expected to:

- to act as classroom instructor as and when required by the Subject Leader or a member of the SLT;
- assist in the classroom;
- organise out of hours clubs;
- help with general administrative tasks within the department;
- help with the administration and delivery of the co-curricular programme;
- offer help, support and encouragement to students;
- assist with weekend activities;
- be flexible to support any department requested by the Headmaster;
- provide some evening supervision for a department;
- any other tasks that may from time-to-time be reasonably required by the Headmaster, Subject Leader or Housemaster.

In addition, the Graduate Resident Tutor is responsible to the Housemaster of the appointed house and is expected to provide supervision as a Residential Boarding Tutor. As a Graduate Resident Tutor you are expected to live in your accommodation when the school is in session. Any individual nights when the Graduate Resident Tutor needs to be away from the accommodation must be agreed in advance with the Housemaster. The accommodation could be single or shared and no partners will be allowed to live or stay in the accommodation.

The Graduate Resident Tutor shall assist the designated Housemaster in the routine operation of the boarding house and be responsible for the good order and discipline of the house at all times when on duty. S/he shall take an interest in the welfare and progress of all the boys in the house and support the house as appropriate in house activities, house competitions and the like. S/he shall take responsibility as a pastoral tutor for boys in the house. The Residential Boarding Tutor shall undertake all duties in accordance with the National Minimum Standards for Boarding Schools.

Main Boarding Duties will include:

- Attend House Assemblies;
- Undertake weekday House duties at least one day per week as part of a weekly rota. This shall include but not be limited to:
  - Being on duty in the house in time for the formal start of Prep until the end of duty at 11.00 pm unless otherwise agreed with the relevant Housemaster;
  - Supervising Breakfast, Tea and Supper in the Dining Hall on the House Duty Week as part of the Duty Rota.
- Undertake weekend house duties on at least as part of a termly rota. This shall include but not be limited to:
  - Being on duty in the house from during the allocated sessions as agreed with the Housemaster;
  - The Sunday duties being occasionally double shifted (8.30am to 6.30pm)
  - Help cover Outweekend Duties when the House is on Duty;
  - The supervision of the dining hall for meal times is the responsibility of the Duty House Housemaster and his tutor team during the weekend with the support of the Senior Duty Team.
- To contribute to the House Audit Plan;
- Take an interest in the welfare and progress of all the boys in the house and support the house as appropriate in supporting house activities and house competitions;
- Provide duty cover in the house when requested in the absence of the Housemaster and/or Matron;
- To assist with the weekend activity programme when required;
- To assist with Matron duties when requested;
- To attend Open Events when requested by a member of SLT;
- Lead or supervise at least one extra-curricular activity under the direction of the SLT.

#### Suitability to Work with Children

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.