

**Overall Purpose**

To be an integral part of the House team in either the Senior or Junior House at White Lodge in delivering excellent, compliant, pastoral care for the students in that House as well as supporting the academic life of the school.

Summary of the Role/Person Specification

The successful candidate will be a dance or drama graduate considering a career in teaching or a related sector. They will be responsible for supporting the Junior (Years 7 and 8) or Senior House (Years 9 to 11) at White Lodge ensuring that students have a secure and supportive 'home from home' during term time. They will also have a timetable acting as a classroom assistant or supporting students on a one-to-one basis. Suitable training and ongoing support will be provided.

Contract Terms

Duration Fixed term 1 year in the first instance, September 2016- August 2017

Salary In line with National Minimum Wage
Accommodation will be provided inclusive of rates and utilities at White Lodge

Hours Full-time with two evenings per week and three weekends per term (plus exeats) off duty (although staff may be called upon in an emergency). Every effort will be made to provide a 24 hour period of non-contact time per week. Where this may not be possible for timetabling reasons, then suitable arrangements for substantial periods of non-contact time will be made.
The Monday to Friday day-time commitment will be in the region of 25 hours.

Holidays House staff must be resident during term time (even on nights off), in case of emergency, but may ask permission from the APPW for occasional absences for special occasions. No holiday may be taken during term time, the last week of the summer break or when there is planned Inset. This role will be required to be part of the Summer School team.

Other Whilst not a contractual commitment, staff at White Lodge currently benefit from free meals in the Dining Hall and scheduled minibus service to/from local stations.

Reporting to: APPW/senior House & Academic staff

Line Manages: N/A

Budgetary Responsibility: N/A

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- to uphold the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
- to promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- to ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education, (2015) communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local Children's Services as appropriate.

Main Duties *(This list should be seen as illustrative of the responsibilities rather than prescriptive).*

- Ensuring The Royal Ballet School's 'Boarding Principles' are effectively implemented in the day to day life of the House
- Being a part of creating a structured, secure but enabling community in House where students can grow and flourish artistically, academically and as a human being
- Delivering the procedures and policies required in the 'Boarding Handbook'
- Implementation of compliance checks for the House
- Contributing to an effective trips & activities programme for students during boarding time
- Being part of an effective, proactive and caring House team with student welfare at its' heart
- Care and support of boarders outside of the routine of the School day
- Undertaking a day time role in support of the academic and broader life of the School that might include relevant administration, support of medical cover, mealtime registers and supervision, helping with special events etc. but will primarily be about delivering classroom- based assistance.

Essential Criteria

- Dance or Drama graduate with an interest in becoming a teacher or working in a related field
- The ability to communicate clearly and effectively verbally and in writing
- A positive outlook, good sense of humour and able to stay calm in a crisis
- Good listener who can build effective relationships with students, staff and parents
- Able to establish a strong rapport with students, assert authority when needed and maintain appropriate boundaries
- Proactive in approach and able to seek advice and support in a timely fashion when appropriate
- Able to cope effectively with high levels of stress from students and parents
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role
- Empathy with the aims and ethos of the School
- Professional but approachable demeanor
- Full, clean driving licence preferred.