

**Overall Purpose**

To be an integral part of the House team at Jebesen/118 in delivering excellent, compliant, pastoral care for the students in that House as well as supporting the academic/artistic life of the school.

**Summary of the Role/Person Specification**

The successful candidate will be a graduate considering a career in teaching or a related sector. They will be responsible for supporting the 1<sup>st</sup> Years or 2<sup>nd</sup> & 3<sup>rd</sup> Years 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 and/or supporting other elements of School life such as a nutrition and rehabilitation logs. Key subjects/skills are likely to be performing arts, sports science and IT but all subject specialisms will be considered. Suitable training and ongoing support will be provided.

**Contract Terms**

Duration 1 year in the first instance

Salary £10,800 per annum

Accommodation will be provided inclusive of rates and utilities at 118

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.

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**Reporting to:** APPW/senior House & Academic staff

**Line Manages:** N/A

**Budgetary Responsibility:** N/A

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## 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 duties are expected of all staff:

- proactively ensuring the effective implementation of Child Protection and other related policies
- ensuring full compliance with all relevant statutory regulations such as ISI and NMS as well as all school policies, Health & Safety regulations etc.
- communicating effectively with all relevant stakeholders including colleagues, students, parents and outside agencies 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 broader life of the School as outlined above in the Summary of the Role that will also include relevant administration, support of medical cover, helping with special events, being part of the pastoral duty rota etc.

\*These will be re-issued for September 2014.

## Essential Criteria

- 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 demeanour
- Full, clean driving licence preferred.