



ROYAL
BALLET
SCHOOL

RESIDENT GRADUATE ASSISTANT, UPPER SCHOOL (ACADEMIC)

OVERALL PURPOSE OF THE POST

To be an integral part of the House team in one of our boarding houses in Central London, delivering excellent and compliant pastoral care for the students in Aud Jebesen Hall as well as supporting the academic life of the School.

SUMMARY OF THE ROLE

Our Resident Graduate Assistants provide support in the boarding house for our 1st and 2nd Year Degree Students aged 16-19, 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. We are looking for candidates that will be proactive in their support of our students. Academic support will include working on the degree programme and EAL as specified by the senior teacher. There will be duties to support teaching such as administrative tasks, preparing materials and supporting lecturing staff. Where appropriate our RGAs may deliver some material.

These are residential roles and accommodation is provided in our Boarding House. Suitable training will be provided, as well as ongoing support which is vital in the early days of the role. From waking up students in the morning until the lights go out at night, each day is completely different. This makes the role of Resident Graduate Assistant a challenging but hugely fulfilling one.

The successful candidate will be a graduate (English, History, Biology, Science, PE, Performing Arts or Dance) considering a career in teaching or a related sector.

CONTRACT TERMS

Rate of Pay	Circa £16,000 per annum. Accommodation and term time meals will be provided inclusive of rates and utilities within our Boarding House in Pimlico
Hours	Full-time with two evenings off per week. For the avoidance of doubt, the boarding week runs Sunday evening to Friday and the weekend constitutes Saturday. Weekend working involves 15 weekends on duty (although staff may be called upon in an emergency). The Monday to Saturday day-time commitment will be in the region of 16 hours averaged over the term. Week-end duty includes providing support in artistic classes on a Saturday morning (on some weekends).

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.

This situation reflects current working rotas, however flexibility may be required on occasion as these may have to be adapted to meet operational requirements.

There is a possible requirement to provide one week of cover for the Spring Intensive Course during the Easter holidays (additional payment will be made for this cover).

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.

Location	Pimlico and Covent Garden, London
Duration	Fixed term. September 2022 – August 2023 with the possibility to extend.

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and 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 report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and 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 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 and 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 which may include: relevant administration, support of medical cover, mealtime registers and supervision, helping with special events and external trip etc. but will primarily be about delivering classroom- based assistance.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- English, History, Biology. Science PE, Performing Arts, or Dance 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, resilient and able to stay calm in a crisis
- Conscientious with the ability to sustain long working hours during term time including evenings and weekends
- 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
- Ability to be discreet and observe confidentiality at all times
- Able to cope effectively and patiently with high levels of demands from students and parents
- Good administration skills and IT literate
- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Empathy with the aims and ethos of the School
- Professional but approachable demeanour

DESIRABLE CRITERIA

- Experience of working with students/young people in a welfare role

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.