

HOUSE ASSISTANT, WHITE LODGE

OVERALL PURPOSE OF THE POST

The post involves working as part of a dedicated Summer Intensive team that look after the pastoral needs of 135 students boarding over five weeks during the Summer at White Lodge; ensuring that students have a secure and supportive 'home from home' experience. House Assistants will work on a rota system. The successful applicant would be responsible in the first instance to the Senior House or Junior House Lead House Parent depending on which student boarding house they are assigned to and ultimately to the Pastoral Manager.

SUMMARY OF THE ROLE

The successful applicant would be required to:

- Assist the Lead House Parent and House Parents with the pastoral care and welfare of Summer Intensive students
- Assist with other duties related to boarding as part of mutually supportive team
- Uphold and represent the policies and ethos of the School
- Act as an Ambassador of the School and undertake various duties in keeping with the role
- Assist the Summer Intensive team on Registration and Departure Days and at Open Mornings
- Assist the Summer Intensive team on occasion with other chaperoning duties related to safeguarding

CONTRACT TERMS

Duration	White Lodge Summer Intensive: 19 July – 19 August 2022 (arrival on 17 July to set up)
Rate of pay	£350 per week
Hours	Full-time with one morning or afternoon late start or early evening finish as agreed and one day off a week (although staff may be called upon in an emergency).
Location	White Lodge, Richmond Park

Line Managed by Lead House Parent, Pastoral Manager

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-centered 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, behavior, 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

- To ensure the School's Safeguarding and Health & Safety policies are adhered to and promote the physical and emotional well-being of the students
- Be aware of the schools Fire Safety Procedures. Assist with any fire drills and evacuations as directed by the Lead House Parent and/or Pastoral Manager
- Attend meetings as required
- Assist with the supervision of meal times as required (when on duty)
- Help with the supervision of the students' waking, washing, dressing and preparation for bed time arrangements
- Assist with the planning, delivery and supervision of evening activities and rehearsals, ensuring that the students are working sensibly and in a safe manner (when on duty)
- Assist with escorting students and guests on Registration and Departure Days and Open Days
- Assist on occasion with chaperoning teachers and or guests
- Assist with escorting students off-site on organised trips and outings
- In the event of unacceptable behaviour, reporting this to the Lead House Parent, House parent or Summer Intensives Coordinator

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Good communication skills
- A positive outlook, good sense of humour and ability to stay calm in a crisis
- Willingness and ability to work as a member of the Summer Intensives team
- Supportive, flexible attitude towards duties and working in order to fulfil the requirements of the role
- Professional but approachable demeanour
- Be a suitable role-model for the students in the School's care

DESIRABLE CRITERIA

- Previous experience in a boarding environment
- Knowledge of the School's ethos and mission statement
- Knowledge of a second language

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.