



# LEWESTON

## SHERBORNE

Director of Boarding/Lay Chaplain: Lu Worrall

## Graduate Assistant – Teaching and Boarding

### Principal Role

This is a one year post that would be suitable for a person wanting to gain experience in an independent boarding school, with both pastoral and academic responsibilities. It is a residential post and the successful applicant would be provided with accommodation in the school, and would share responsibility for the care of a group of boarders. Their role would be to promote the wellbeing and academic development of the boarders and to support the provision of a lively and secure environment for the girls, which is conducive both to learning and wider personal development. They would also be fully active in the wider life of the school, taking on some teaching and assisting in a relevant academic department(s), and also supporting the school's extracurricular programme. The Graduate assistant would be responsible to the Director of Boarding and would be line managed by the relevant housemistress with regard to pastoral matters, and by their head of department with regard to their academic role. One of the positions available would support the Lay Chaplain with the spiritual life of the school.

### Responsibilities:

- To work in an academic department(s), teaching or assisting with lessons and administration, up to the equivalent of half a full teaching timetable.
- To assist a housemistress with the care of boarders and to help ensure the smooth running of the house, through supervision and administrative assistance.
- To help with the day to day care of boarders: ensuring their well-being and safety; promoting a fulfilling educational experience and encouraging a caring and productive ethos in the house.
- To take an active role in the weekend activity programme for boarders, and other extracurricular activities.
- To uphold the standards of the school community and to work in sympathy with our Catholic ethos and support the work of the chaplaincy.

### Skills

- The appropriate candidate will be enthusiastic, friendly, and have a genuine interest in, and commitment to, the care and development of girls aged 7 to 18.
- They will have a suitable level of academic ability, at secondary and university level.
- They will be able to work well as part of a team, with good communication and interpersonal skills
- They will demonstrate a high level of organisational skills and an ability to work to deadlines. They will need to be able to set an example of organisation and punctuality to boys and girls in both community living and academic and extra-curricular activity.

### Qualifications and experience

- Degree educated.
- Experience of working with children and young people would be beneficial.
- The ability to offer a music, sport, drama or other extra curricular activity would be an advantage.
- A full driving licence would be an advantage.

### Terms and conditions

As a residential post accommodation throughout the year and all meals during the school term would be provided free of charge. Boarding staff are expected to take their meals in the school dining room when on duty. Time off during term time will be one full weekday; in addition there are currently five full exeat weekends per annum. As with other members of staff, leave of absence has to be applied for to the Head. The post holder is required to be in school two to three days before the beginning of each term and up to two days after the end of term. They should attend staff meetings and INSET where they are relevant. The exact nature of an assistant's commitment would be negotiated on an individual basis..