

Graduate Assistant
Fixed Term contract
Starting 6 January 2021
Ending 3 July 2022



**Queen Margaret's
School for Girls**

Escrick Park, York

Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,
A family of learning and belonging,
In a truly inspirational setting.

We are somewhere each and every girl can thrive,
Where they'll be happy and healthy,
Grow their knowledge, skills and confidence,
And make friends for life.

Somewhere that's the bedrock for success,
Opens up opportunities and possibilities,
Inspires them to forge their own future,
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,
To realise their potential,
To become the best women they can be,
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff, with over 90 teachers, and the majority of staff live within 30-45 minutes of the School including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at School after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer

including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:00.

Boarding at QM

There is flexibility in our boarding offering, many girls board on a full time basis, others for as little as one day a week. Boarding houses are arranged “horizontally” (in year groups) but this is balanced with the wish to support as much cross-year integration as possible. In the current academic year there are five houses, with Years I and II and years III and IV boarding together, and Years V to Upper VI in individual year groups. As far as possible in this COVID world our aim is to provide a happy home from home environment where boundaries are established and girls can blossom. Although initially appointed to one of these houses, house staff periodically may be required to move to a different house to meet the needs of the school. Residential Graduate Assistants live in flats within or near to their Boarding Houses and operate under the leadership of their Housemistress and the Director of Boarding.

The full team of Pastoral Staff within the school as from September 2021 will be:

- Head – Mrs Sue Baillie
- Senior Deputy Head & Designated Safeguarding Lead
- Director of Boarding & Deputy Designated Safeguarding Lead
- Chaplain
- 5 Housemistresses
- A team of full time and day time Assistant Housemistresses
- A team of Residential Graduate Assistants

Job Description

The primary role of a Residential Graduate Assistant is to assist in delivering outstanding pastoral care for the girls in the school, under the leadership of a Housemistress and the Director of Boarding you will help to provide a relaxed, warm and caring environment which the girls are happy to call ‘home’. The Residential Graduate Assistant supports the Housemistress, sharing the day to day concerns of caring for the girls and all aspects of running the boarding house. The duties and responsibilities of the assistant will depend not only on the age and therefore the needs of the girls in the house, but also on what is agreed with the Housemistress, the Director of Boarding and the Head bearing in mind the appointee’s individual skills and other commitments within QM from time to time.

The Residential Graduate Assistant duties will include:

- supporting the Housemistress in providing pastoral care for the girls; taking an interest in their concerns and discussing and resolving issues that are worrying to the girls
- working with the rest of the residential team to provide a safe, healthy and happy environment for girls to enjoy
- being aware of the National Minimum Standards for Boarding Schools and of the school’s policies in place to ensure that it is compliant with those standards, especially those dealing with Safeguarding, Countering Bullying, Promoting Good Behaviour, Fire Safety and Health and Safety

- reporting any concerns over safeguarding or a girl's personal wellbeing to the Designated Safeguarding Lead or her Deputy
- assisting the Housemistress with pupil related disciplinary matters; following the discipline policy and keeping accurate records of events, which must be forwarded to the Senior Deputy Head and Head
- being aware of the School's Plan of Day, term dates and calendar entries, as detailed on the School website and on ISAMS referring to the regular updates and being aware of the implications of these for girls in her house.
- ensuring the girls are in bed and at breakfast on time, checking their uniform, ensuring bedrooms and workrooms are kept in a good state of tidiness etc.
- assisting in the organisation and delivery of weekend and special House activities and events
- reporting any urgent in-house damage or repairs required to the Estates Department and follow up completion of the work required
- assisting with laundry procedures relevant to the year group including mending clothing and sorting out lost property
- maintaining boarding house routines including checking that girls are tidy and the house is suitably presented to parents and friends
- liaising with the Health and Wellbeing Centre in ensuring that appropriate care is given to girls who are ill, including the correct dispensation of the required medication
- ensuring that the school's policies in connection with the storage and administration of medication are complied with
- keeping a log of girls' pocket money
- collecting provisions for the boarding house so girls have access to fresh food during evenings and weekends
- attending all relevant training and professional development including INSET days as required by the Director of Boarding and/or the school's Health and Safety Officer
- assisting with general duties around the school, eg tuck shop, dining room duties, as required
- attending all school functions including concerts, House events and competitions, assemblies and chapel services with the girls and other members of the boarding house, appropriately dressed and punctual for each occasion
- ensuring that girls are correctly dressed in tidy school uniform or suitable mufti, as appropriate
- promoting good behaviour and respect amongst the girls in the boarding house
- liaising with the catering staff about any special dietary requirements for the girls
- maintaining comprehensive and clear records (in line with school generic documentation) about the girls in her care, as directed by the Housemistress
- being available at all times (whilst on duty) to the girls in her care and their parents/guardians
- accompany boarders to medical appointments/IELTS examinations etc.
- accompany teaching staff on school trips/activities
- assist outside of term time with the task of meeting girls arriving for the start of term at UK airports and escorting them back to school
- liaising with and acting under the direction of the Admissions Department in the delivery of successful taster visits and other exercises to market the school

Additional Responsibilities

In addition to her role within the Boarding House, the Residential Graduate Assistant will also be expected to take on other responsibilities within the School, depending upon her qualifications and experience. By way of example only, responsibilities may include:

- Contributing to the delivery of the PSHE programme (personal, social and health education)
- Coaching/directing sports teams or music ensembles etc.
- Coordinating a (vertical) House, major club or activity
- Coordinating activity programmes or trips etc.

Person Specification

	ESSENTIAL	DESIRABLE
Experience of working with young people in a boarding school setting		✓
Professional Practice Certificate within the Boarding Standards		✓
Be first aid trained / willing to train in first aid	✓	
Be committed to safeguarding the physical, emotional and mental wellbeing of young people	✓	
Understand the importance of developing appropriate working relationships with young people	✓	
Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation	✓	
Be responsible, honest and reliable	✓	
Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff	✓	
Possess good organisational skills	✓	
Understand the importance of attention to detail	✓	
Have the ability to work with flexibility and with initiative	✓	
Have the ability to work well and harmoniously within a small team	✓	
Be adaptable and self-motivated	✓	
Set high standards for self and others	✓	
Be able to delegate		✓
Be able to motivate		✓
Be willing to hold people to account		✓
Willing to engage in the wider life of the school	✓	
Keen to run a wide range of outings and activities		✓
Be helpful and have a calm and professional disposition	✓	
Possess a professional manner and attitude	✓	
Be energetic, enthusiastic and caring	✓	
Be fully committed to boarding school life	✓	
Have a clean driving licence and be willing to undergo minibus driving training		✓

Terms and Conditions

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be set out in a letter of appointment.

1. Appointment

The Residential Graduate Assistant is appointed by the Head subject to the checks and enquiries set out in the school's Recruitment Policy. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Residential Graduate Assistant reports to the Director of Boarding via the Housemistress in charge of the Boarding House to which she is allocated from time to time.

3. Committees

The Residential Graduate Assistant shall attend all meetings that are required to give updates on girls in their care. Staff Briefings and Boarding Meetings are held to discuss operational matters and the Residential Graduate Assistant may be asked to represent their team from time to time on other school committees to help formulate policy.

4. Professional Development and Appraisal

The Residential Graduate Assistant shall participate fully in the school's professional review process and seek opportunities to progress their development as a member of the pastoral team through training, observation and discussion.

5. Probationary Period

This appointment is subject to a probationary period of two calendar months during which the appointment may be terminated (on the school's part only) by giving two weeks' notice in writing. This probationary period may be extended by notice in writing given before the expiry of the initial period.

6. Safeguarding

The Residential Graduate Assistant shall be fully aware of best practice relating to Safe Recruitment and Child Protection and will understand the school's Safeguarding and Countering Bullying Policies. She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare as appropriate.

7. Marketing

The Residential Graduate Assistant, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside school. It is hoped that all members of staff will offer ideas regarding the marketing of QM.

8. Enrichment and Activities

The Residential Graduate Assistant should have an interest in and willingness to support all school activities and should discuss with the Deputy Head opportunities to enhance the school's programme of events.

9. ISI Preparations

The Residential Graduate Assistant shall help the school prepare for inspection by reviewing and updating documents, as requested.

10. Working Hours

This is a full time role in a busy boarding school, in which girls require around-the-clock support. In consultation with the Director of Boarding and her Housemistress, the appointee will be allocated a period of consolidated time off of 48 hours per week to be taken between Sunday evening and Friday morning (except in exceptional circumstances). In addition the appointee will be entitled to 2 hours downtime per

day plus an additional 4 hours per week to be taken as appropriate to the needs of each Boarding House. The Residential Graduate Assistant should expect to be on first-call overnight on up to five nights per week depending upon the rota. The Residential Graduate Assistant may be called upon during school holiday time to help meet girls arriving at airports to escort them back to school and to provide support to the Stay in For Leave-out (SIFLO) programme on Leave Out weekends.

11. Holiday Entitlement

The Residential Graduate Assistant shall be entitled to the statutory minimum holiday entitlement (currently 28 days) calculated pro rata which is to be taken during the school holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Director of Boarding, including opening and closing the boarding houses and attendance at induction sessions INSET and other Training Days and in complying with the requirements of paragraph 10 above, as required, the appointee will not normally be required to work during school holidays.

12. Request for Absence

The Residential Graduate Assistant shall make any requests for absence during term time in writing (letter or email) to the Director of Boarding Head, who will make consistent and transparent judgements based upon the best interest of the girls and the school. Sufficient notice must be given.

13. Salary and Pension

The salary for this post is £16,000 per annum calculated pro rata. The salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no overtime is paid and days off in lieu of work are not applicable. After 3 months in post the appointee will be enrolled in QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).

14. Notice Period

Subject to the provisions of item 5 above in relation to the probationary period both the appointee and the school are required to give one full term's notice to terminate this appointment.

15. Meals

Food and refreshments are provided during term time during the hours of duties.

16. Accommodation

Accommodation is provided within the school for the purposes of fulfilment of duties, subject to the terms of a special license agreement. Accommodation shall only be provided whilst the appointee is in the role as described and may change from time-to-time for operational reasons. Permission to remain in residence during school holidays is granted at the discretion of the Bursar.

17. School Fees Remission

At the discretion of the Head an appropriate school fees remission package is available for the daughter(s) of the Residential Graduate Assistant, during their time at Queen Margaret's.

18. Health and Safety

All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the school's internal ticketing system on the VLE.

19. Promoting British Values

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

20. Data Protection

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

21. Policy awareness

All staff are required to be aware of the school's policies and procedures from time to time which are set out in detail in the Red Book on the VLE and in particular of the school's Safeguarding and Staff Behaviour policies

22. The school's Family Leave Policy which sets out its policy on maternity, adoption, paternity, shared parental and bereavement leave is available in its current form on the school's VLE.

23. The school's Staff Discipline Policy which sets out details of the school's disciplinary and grievance rules and procedures is available in its current form on the School's VLE.

24. Notice and Duration of this contract

This is a temporary appointment commencing on or about 6 January 2022 (start date to be confirmed with the successful applicant) and will end on 3 July 2022. This period may be extended by mutual agreement recorded in writing.

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the School's Designated Safeguarding Lead and Head.

How to Apply

Should you require any further information please contact the Director of Boarding, Tania Davidson on tdavidson@queenmargarets.com.

All applicants must complete the school's official application form available on the school website (electronically if at all possible), providing a full career history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Head and should be forwarded to the Head's PA, Louise Capponi; lcapponi@queenmargarets.com. The closing date for applications is 12:00 noon on Monday 6 December 2021 with interviews being held shortly thereafter

- Candidates must bring with them to their interview certain documents which will be specified in the invitation to interview.
- An appointment will be announced as soon as possible after the interviews are completed

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Only applications from female applicants will be considered. This is a genuine occupational requirement in accordance with Schedule 9 Part 1 of the Equality Act.

**Queen Margaret's School
Escrick Park
York YO19 6EU .**