

Ruthin School

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Established 1284

Job Description –Graduate Assistant

Job Title: Graduate Assistant

Salary: £12,000 fixed term contract from 1 September 2021 to 6 July 2022
Accommodation & meals provided

Ruthin School is a co-educational boarding and day school for pupils aged 11 – 18 located in North Wales in an area of outstanding natural beauty. The school has a selective entry so that pupils can cope with our high level of academic education. Of course, school life includes more than just academics, and, with a full range of extra-curricular activities, our pupils can enjoy many opportunities outside the classroom. A world-class education challenges pupil in all areas of their development: academic, social, and physical.

The pupils at Ruthin flourish in an environment which respects them as individuals and endeavours to develop the best aspects of each one. For most pupils, the goal is entry to a top-ranking university, however all our pupils can enjoy education in its wider sense with all that there is on offer.

The Role:

Working within boarding and the wider school to support staff and pupils. To run Sporting Activities or Music, acting as a role model for the pupils.

Graduates will be looking to pursue a career with young people and/or sport or music. For example, but not limited to, teaching, coaching, social services, mental health, youth work. If you are passionate, caring, have energy, are willing to be adaptable and flexible and want to put children's needs first, enjoying getting the best out of children and young people to make a difference to their lives, then this is the role for you.

Objectives of the Post:

- To work cooperatively with all staff, which includes teaching, boarding and support staff.
- To live and work within our boarding environment.
- To deliver excellent care to all boarders, building professional relationships, engaging positively with pupils and the organisation of activities to develop their talents and skills.
- To support the extra-curricular programme, especially sport and/or music. To ensure compliance with regulatory requirements for boarding and education, with regard to Ruthin School's policies and procedures.

Role Responsibilities

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Ruthin School is a Registered Charity (No. 525754) and is a Company Limited by Guarantee (No. 02498499)

You will work as a team of graduates and must be flexible to swap duties etc., where necessary. Some of the tasks that the graduates will undertake are outlined below:

- Promoting excellence in supporting teaching and learning. Embedding Ruthin School's approach to learning.
- Exemplifying in own practice a willingness to develop outstanding skills of teaching and learning which will enable our pupils to make excellent progress, ensuring high levels of attainment.
- Developing and delivering sports and activities and encouraging the engagement of all pupils in the Activities programme and supporting the uptake of this.
- Delivering first class care to all boarders, giving them a variety of opportunities through mentoring, building professional relationships, engaging positively with pupils and the organisation of activities to develop their talents and skills.
- Supervising activities such as prep, mealtimes, boarding, trips and other activities to support the curriculum and activities programme.
- To foster personal pride, and pride for the School and community and assist with the delivery of other lessons, as appropriate, within the curriculum.
- Setting an excellent example to all pupils and always maintaining high professional standards.
- Maintaining an up to date working knowledge of safeguarding practices and reporting all concerns through the appropriate channels in school and locally.
- To commit to all events, trips and activities, as required.
- To be responsible for the welfare, health and safety of pupils in his/her care, reporting any concerns or breaches of guidance or behaviour to the appropriate person.
- To support the delivery of our risk assessments systems.
- To maintain and recommend equipment and supplies needed for the implementation of the programmes.
- Attending internal meetings, as and when required.
- Ensure that all activities are operated in accordance with equal opportunities legislation and all policies as agreed by Senior Leadership, where relevant.
- To attend CPD training in order to meet legal requirements
- Carry out other associated duties as are reasonably assigned by the line management, Senior Team, the Head or other appropriate senior members of staff.

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.

Ruthin School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to undergo a Disclosure and Barring Service check at the enhanced level.

MAY 2021