

JOB DESCRIPTION

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| Job Title: | Boarding Graduate Residential Assistant (GRA) |
| Department: | Boarding |
| Responsible to: | Head of Boarding through Senior Houseparent |
| Purpose of the job: | <p>The main purpose of the job is to help look after the safety and welfare of the students in the boarding house and contribute to the wider framework of the College by participating in a range of trips, activities, career and academic opportunities. Graduate Residential Assistants are a vital link between the students, Pastoral and Academic/Administration staff.</p> <p>Graduate Residential Assistants are responsible to the Head of Boarding. They are expected to live in and sleep on site throughout the week except on their weekend or evenings off, and to take most of their meals with students and other staff. Graduate Residential Assistants occupy a special position in the House as students' confidantes and friends, but they are first and foremost members of staff and must always ensure that their behaviour reflects that prime responsibility. Appropriate staff training and induction will be given to cover Safeguarding, First Aid, Fire Training, Child Protection Training, Student Welfare & Counselling.</p> |

Organisation of the House

- Prioritise student facing activities and duties & Positively promote staff presence in the boarding house focusing on particularly busy areas of the house.
- Help promote and organise student run activities.
- Assist the Head of Pastoral and Head of Boarding with administration and office tasks as required, liaising between students and administration staff.
- Maintain any promotional material about the House, providing current information and photographs to the College Marketing Department as required.
- Attend weekly staff meetings as required.

Social & Pastoral Welfare

- Support the pastoral team in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for students newly arrived at the College
- Promote an environment where the students feel heard and suggestions on how to improve life in boarding can be improved.
- Complete training in Safeguarding, Child Protection, Food safety and any other areas relevant to the safe running of the boarding house.
- Read, understand, and sign the staff handbook and all relevant school policies and procedures (safeguarding, bullying policy, online safety, etc.)
- Work extensively as part of a team and report any student concerns as and when these arise to the Head of Pastoral and the safeguarding team.
- Uphold the rules of the house and pass on breaches of the rules to the Houseparent or Senior Houseparent.
- Assist the medical team with accompanying students to Hospital or doctors' appointments.
- Ensure that students uphold the high standards of school uniform and conform to the

college uniform policy.

- Engage in evening and weekend pastoral duties & activities, supervising students' welfare.
- Taking a leading role in promoting and taking part in the extra-curricular and super-curricular programme ranging from the NASA competition to the Football Team and Glee Club. This may vary from accompanying staff on excursions to leading excursions.

Other

- Sign and comply with a Service Agreement which specifies CSFC's expectations of staff conduct within the boarding house.
- Work within other areas of the College such as Careers, Marketing and Admin, and complete tasks accordingly.
- Establish and maintain an exciting and vibrant atmosphere in the House including regularly updating noticeboards and information displays in a professional manner designed both to inform and promote the College and opportunities provided for students.
- Help monitor and manage attendance in the mornings; along with uniform

Job Skills

Graduate Residential Assistants are expected to bring to the role specific attributes relating to their academic qualifications, social and personal development and past experiences. These could be from but are not limited to:

- Sports coaching skills.
- Music playing and tuition skills.
- Speech and Drama skills.
- Academic skills.
- Charitable activity skills.

Person Specification

- Caring and sensitive approach to the needs of all students.
- Appreciation, understanding and willingness to work with students from a wide variety of nationalities, religions and backgrounds.
- Ability to carry out tasks and instructions reliably and efficiently.
- A cheerful and willing disposition.
- Flexibility and enthusiasm.
- Attention to detail.
- Good ICT skills.
- A high degree of personal organisation and motivation to succeed within the role.
- A sense of corporate responsibility
- Ability to maintain a friendly and caring approach to students whilst maintaining an appropriate professional relationship as a member of staff.

The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the College

Terms & Conditions

1. Remuneration: £16,429 p/a (includes accommodation and related bills, meals and council tax).
2. Contract: Full time, fixed term contract from September to June (inclusive) with 10 equal payments of the 12-month salary made over 10 months, renewable at the discretion of the college for a second year. Additionally, employment on the Cardiff Sixth Form College Summer School is possible subject to suitability and opportunity, under a separate contract. As a member of the boarding team the working hours are before and after the school day, and at weekends. You can expect to have one night off during each week (Monday – Thursday) and to have a weekend rota with one weekend off in three. Boarding staff may be asked to work more than 48 hours a week and will be asked to sign a Working Time Agreement accordingly.
3. WTA:
hours Boarding staff may occasionally be asked to work more than 48 a week and will be asked to sign a Working Time Agreement accordingly.
4. Holiday entitlement: 48 days, inclusive of bank holidays (normally taken in college holidays including July and August)
5. Notice period: 1 term
6. Probationary period: 1 term reviewable at discretion of CSFC
7. Pension: Inclusion in the Cardiff Sixth Form Pension Plan

Cardiff Sixth Form College is an Equal Opportunities Employer and is caring and reasonable in its approach to all staff.