



## **Graduate Resident Assistant (GRA) - Upper School FTC September 2024 – July 2025**

Graduate Resident Assistants are responsible to the Headmaster through the Assistant Head Pastoral. It is a key part of the role to live in and sleep on site and to spend time with the pupils and other residential staff.

As a Graduate Resident Assistant, you play a full role during the day, assisting in lessons, coaching sport sessions and supporting duties in the Day and Boarding Houses as well as participating in weekend sports, trips and activities.

As a Graduate Resident Assistant, you are also a member of staff and must always ensure that your behaviour reflects that of a professional. Training in Safeguarding, First Aid, Fire Safety will be given.

The role is demanding and busy during term time, but it is also an incredibly rewarding experience.

### **About Us**

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

### **What you'll be doing**

#### **Pastoral Duties –**

- To complete one boarding house evening duty a week.
- To provide further assistance to the Housemasters/mistress and the Assistants in supervising house events and competitions that fall outside normal school hours. This might include (but is not necessarily limited to), parent functions, parent/teacher interviews, the house water polo competitions, house play rehearsals, house trips, house music evenings and other boarding events.
- To support a wide range of College and House events that occur in the evenings and on weekends, such as music concerts, plays, house competitions etc. There is no exhaustive or prescriptive list as to what events graduate resident assistants should support, but it is expected that graduate resident tutors will be a visible and frequent presence in the life of the College beyond the school day.
- To team up with a tutor to help coach and mentor pupils through the year. This provides an excellent opportunity to work with individual pupils and their parents/ guardians.



- To help with medical cover should any emergency/routine medical needs arise.
- Provide supper supervision in the dining hall on a rota basis.
- Too provide weekend activities for the boarders on a rota. This will include organising and supervising an activity in the Crypt for the younger pupils (Years 9 & 10) on a Saturday evening. There may also be activities on a Sunday which may involve trips off site or activities on site.

### **Co-curricular Duties -**

- To make a significant contribution to the Co-curriculum and play a central role in the College's broad sports programme. There will be opportunities to support residential trips and gain a wide experience.
- To play a comprehensive part in the supervision, coaching and development of pupils in a wide range of opportunities. The Co-curriculum is broad and there are plenty of opportunities for GRAs to be involved in a range of activities: Outdoor Pursuits, Activities, Clifton in the Community, Drama, Music, CCF, Sport. GRAs can expect to support a number of trips and tours throughout the year.

### **Academic Duties -**

- Each GRA will be aligned to an Academic department. This will provide an excellent insight into teaching and provide opportunities to develop both the experience and skills involved in teaching. Each department has a broad enrichment programme which the GRA can contribute to.
- Providing cover for academic lessons and matron in Houses as required.
- To attend staff meetings and INSET as required.

## **Required Qualifications & experience**

### Essential

- Enthusiastic, friendly, and committed to the personal, social and academic development of young people
- Able to work well as part of a team, with good communication and interpersonal skills
- A high level of organisational skills and ability to work to deadlines
- A pro-active person who anticipates and initiates
- A good role model
- Previous experience of working with young people in a pastoral role
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### Desirable

- First aid qualification
- Previous experience of working in a boarding house.
- The ability to coach sport (all sports considered)





## Required Skills

- Good organisation skills
- Able to plan engaging activities
- Able to multi-task and prioritize accordingly
- Punctual and hardworking

## What's in it for you

£15,000 (approx.) for the duration of the fixed-term contract • Onsite accommodation • Term time working • Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development Pop Up Bicycle Servicing • Wellbeing Week

## How we Recruit and our commitment to Safeguarding

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

## Equal Opportunities

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is



committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **How to apply**

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

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