



Ranby House

Nursery & Preparatory School

Ages 2-11



Graduate/Gap Assistant

(Nursery to Year Six)

Job Description

Updated June 2020

Ranby House

Ranby House is the Preparatory school for Worksop College. It is located in North Nottinghamshire, seven miles from Worksop College and is set in its own 60 acre site.

Ranby House is proudly non-selective and offers co-educational schooling for children aged 2 to 11. Based on a Christian faith together with our traditional Core Values, the school's ethos promotes a strong sense of community, developing thoughtful, inquisitive and considerate individuals.

Our **Learner Profile** focusses our academic and extra-curricular sessions to develop **Resilient, Independent** and **Adaptable** learners, preparing all our children for their future. We are proud of children who leave at the end of Year 6.

Our Motto: 'Semper ad Coelestia' (Always to the Heavens).

Our Vision: 'We support, encourage and challenge, creating exceptional people who leave our Christian community with confidence, resilience and humility.

Our Values: 'Bold & Ambitious', 'Inquisitive & Thoughtful', 'Supportive, yet Challenging'.

Our Learners: 'Independent, Adaptable, Resilient'.

Ranby House Core Values:	Show Respect
	Be Honest
	Listen
	Forgive
	Be Kind and Helpful
	Always Do Your Best

Job Description

The main purpose of the post is to work as a full time member of support staff at Ranby House, the Preparatory School for Worksop College, assisting in the day-to-day teaching and learning of the children under the direction and supervision of a fully qualified teacher.

You will be asked to help and support the teaching, learning and development of our children and provide extracurricular activity support. You may also be required to lead a sports team and attend fixtures.

In addition to this you will be a member of the boarding staff and, on a rota basis, will support, supervise and lead our boarding children in weekly routines and activities. This will include evening duties and occasional weekend duties at the discretion of the school. There is also an expectation that the post holder will play a full and active part in our school's clubs and activities programme.

This Job Description covers the main duties and responsibilities of the role, but is not an exhaustive list. The role holder may be asked to carry out other activities commensurate with this Job Description from time to time.

- Maintain and promote the mission, vision, values and ethos of the school.
- To support the spiritual, moral, social and cultural development of the children in the school.
- Uphold a safe, secure, and healthy learning environment, report any Health & Safety matters.
- Supervise, plan and/or adapt activities/lessons to accommodate suitable challenge, support and engagement for children.
- Ensure a close match between the learning experiences offered and the individual needs of the

children in the activity/lesson, to give each child an opportunity to achieve to the maximum of his/her capability.

- Arrange for resources, equipment and materials to be available to support the demands of the activity/lesson.
- Foster each child's self-image and esteem and establish relationships, which are based on mutual respect, and to ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted.
- Monitor and report on pupil welfare/behaviour using the school's pastoral systems.
- To maintain cordial relations with members of the parent body.
- To assist with Boys'/Girls' PE, Swimming and Games.
- To provide classroom support in any area of the school.
- To be included in the rota for supervisory duties (teacher support provided) which may include the Crèche & Boarding House.
- To attend school events, such as, Productions, Fetes, Speech Day, as reasonably requested by the Headmaster.
- Working under the direction of a staff member, to support and lead children in curriculum areas of strength and to help and support the school's after school clubs and activities programme.
- To work as a member of the Boarding House staff, assisting the Boarding Parents, as required. This will include taking responsibility for and supervising boarding children on a rota basis before, during and after school hours.
- To stay overnight at school (accommodation is provided) when on evening duty and to help and assist with the children's daily boarding routine.

You will be required to carry out other duties that may be commensurate with the post which do not change the character or purpose of the post and which are necessary to meet the needs of the School, maintaining high standards of business practice. This job description therefore may be altered from time to time to meet the changing needs of the School.

Person Specification

ESSENTIAL SKILLS AND ABILITIES:

The desire to be an ambassador for the school in everything they achieve.

A confident and effective communicator who will support the team and embrace change and challenge.

Be able to motivate and inspire pupils and others.

Ability to resolve problems effectively by being 'solution focused'

Excellent levels of organisation and time management.

The ability to relate well with children, their parents and colleagues and to build positive working relationships.

PERSONAL CHARACTERISTICS:

Shows initiative alongside clear and balanced thinking and planning.

Shows respect to all members of the school community.

Is honest with a strong moral integrity.

Demonstrates kindness and support to children, parents and staff.

Always strives to do their best.

Displays calmness and empathy, especially at times of pressure.

Maintains and respects confidentiality.

Is flexible in the role and enthusiastic about the role.

Has a clear sense of humour.

EXPERIENCE & QUALIFICATIONS:

Evidence of an ability to interact and engage children from age 2-11.

Can bring about a positive atmosphere and enthusiasm among children.

Competent IT skills to support teaching and learning in a classroom and IT based admin tasks.

Child Protection and Safeguarding Training (provided by the school).

First Aid Training (provided by the school).

The Vacancy

Post Title:	Graduate/Gap Year Assistant
Responsible To:	Deputy Head
Contract Type:	Temporary (10 Months, September to end of June)
Commencement:	September 2020
Salary:	Monthly Salary seen as an allowance.

Working hours:

Agreed hours of employment each term will depend on the demand for the necessary support and pupil boarding numbers. During Term time, the expectation is that the school day begins at 7:30am and finishes at 5:15pm. There will be a rota of evening duties within our Crèche and Boarding House, which will mean a later finish around 9:00pm. Boarders are collected by 10:15am on Saturday mornings. During evenings, when Grads are on duty through the night, there may be occasions when it is necessary to support a child/children and staff with incidents during the night.

Staff are expected to view contract times as core hours only and are expected to commit to as much additional time as needed to complete the role and support school events.

Please Note:

This position comes with free full time, on-site accommodation and all meals are included. Whilst it is possible to commute to and from the school on a daily basis, if you live close to school, when on the evening duty rota you must be willing to stay overnight. This is a boarding safety requirement.

Previous position holders have preferred to stay at school full time and to travel home during holiday periods. Please contact us if you have any further queries about this aspect of the post.

Statutory requirements & equal opportunities

SAFEGUARDING & CHILD PROTECTION

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check).

All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

DISCLOSURES

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

EQUAL OPPORTUNITIES

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.