

# Keswick School



## Resident Graduate Assistant Information Pack

Closing date: 10am, Friday 21<sup>st</sup> March 2025





## Welcome

If you are reading this information you will by now have shown some degree of interest in the post on offer and I hope that the enclosed information will encourage you to apply.

Keswick School Academy is a highly successful coeducational 11-18 comprehensive with 1201 pupils on roll. There are 256 students in the sixth form and 39 boarders. The academy has been recognised under a number of designations including; National Teaching School, Leading Edge, Science Specialist, High Performance and Gifted and Talented SSAT Consultant School.

The academy has 84 well qualified teaching staff. There is a Senior Leadership Team consisting of the Head Teacher, two Deputies, three Assistant Heads and a Director of Finance and Operations. Nearly all teaching staff are Form Tutors and work in support of the senior pastoral staff. The academy has a high reputation for pastoral welfare.

We are a happy, friendly school and, even though large in size, we retain a family atmosphere. As a state boarding school, we are quite literally home to 39 students. Staff, students and parents work together in partnership.

We are dynamic and aspirational, have high ambitions, innovate, take calculated risks and do things our own way.

We have staff who go the extra mile and students who actively participate in clubs, societies, sport, music, trips and visits. We have a clear sense of direction, strong values and a passion for learning.

We want someone to share in our desire to provide the best education for our students and be hungry for the success of the school.

Applicants are asked to provide a letter of application no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both by the closing date.

I look forward to receiving your application.

Simon Jackson MA(Oxon) MEd FRSA  
**Head Teacher**



## JOB DESCRIPTION

Job Title:	Resident Graduate Assistant (RGA)
Responsible to:	Head of Lairthwaite Boarding House
Salary:	<ul style="list-style-type: none"> <li>• £14,892 for the contracted period.</li> <li>• Includes free lodging and utilities in a self-contained two bedroom flat valued in the region of £1,000 pcm for the full school year.</li> <li>• Two meals per day during term-time only.</li> </ul>
Working time:	32 hours per week (five days a week including weekends)

### Core purpose

The RGA role is designed to provide individuals with valuable opportunities to acquire new skills and gain hands-on experience. As an integral part of school life, this role serves as a potential springboard for those interested in pursuing a career in teaching or a pastoral care role within a school.

The RGA will provide comprehensive support to the Head of Lairthwaite House, Deputy Head of Lairthwaite House and boarding team. The RGA will help ensure the safety and well-being of all boarding house pupils while actively maintaining high standards of pastoral care. The RGA is required to reside in the boarding house during term-time and must be contactable and available at all times whilst on duty.

The RGA will work weekends each week, supporting activities and trips designed to enrich the boarders' experience. Additionally, the RGA will have two protected days off each week.

### Main responsibilities

- Support the Houseparents with the overall smooth running of the boarding house
- Provide for the safety, good discipline, hygiene and pastoral well-being of all pupils in the house
- Provide a sympathetic presence in the house and be sensitive to those who are having difficulties coping with school life, liaising closely with other relevant staff concerning the progress and welfare of pupils
- Implement supervision to ensure the safety and security (including emotional needs) of all pupils at all times when they are in the school's charge
- Encourage pupils to make use of the full and varied programme of extra-curricular activities available
- To oversee daily routines which may include early mornings/Prep time and until all boarders are settled for the night, maintaining an active presence in the house at all times.
- To protect the rights and dignity of the boarders through making decisions based on the best interest of the boarders and promoting problem solving and relationship development between boarders
- To help establish a culture and regime which encourages and supports achievement and to promote and encourage a strong work ethic
- To oversee the health and personal well-being of the boarders in liaison with the other boarding staff

- To encourage boarders to attend satisfactory to their own personal hygiene and support Year 10-13 boarders laundering of their own clothes
- To support boarders' mental health needs, maintaining boarders' dignity and self-esteem
- To advise and support boarders, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have
- To encourage the boarders to make healthy lifestyle choices
- Updating of all record logs and paperwork as necessary
- To help guide the moral and social welfare of all boarders
- To assist with the preparation of simple food and snacks
- To take an active engagement when accompanying boarders on trips or off-site activities, as required
- To supervise meals, activities and Prep when on duty
- During any 'on call' hours of the night, answering the house 'call bell' as necessary and attending to any unwell or distressed boarders, using resident staff as support when necessary
- To ensure all boarders are punctual to Prep and to play an active role in the supervision of Prep, offering, wherever possible advice on organisation, approach to written work, management of workload and other appropriate study skills
- To monitor the amount of homework set, sign student planners and guide boarders to additional study
- To have an awareness of the academic strengths and weaknesses of pupils
- Provide conditions and supervision in evening Prep that are conducive to effective academic progress and developing independent learning
- Monitoring of academic progress through help, encouragement, advice and discussion with appropriate record keeping

***Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Head Teacher to undertake work of a similar level that is not specified in their job description.***

**Health & Safety:**

The Health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

**Confidentiality:**

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

*This Job Description may be subject to change according to service needs, changes will be made in consultation with post holder.*

PERSON SPECIFICATION		
POST TITLE: Deputy Head of Lairthwaite Boarding House		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<p><i>This will include</i></p> <ul style="list-style-type: none"> <li>GCSE in English and Maths (or equivalent) grade C and above</li> </ul>	<p><i>This may include</i></p> <ul style="list-style-type: none"> <li>Good honours degree or equivalent in a related subject</li> </ul>
Knowledge & Experience	<p><i>This will include</i></p>	<p><i>This may include</i></p> <ul style="list-style-type: none"> <li>Experience of working with young people and children in a residential/club/school setting</li> </ul>
Skills & Abilities	<p><i>This will include</i></p> <ul style="list-style-type: none"> <li>Being an effective communicator</li> <li>Good organisational skills and ability to prioritise</li> <li>Delegation and motivational skills</li> <li>Computer literate and willing to learn new computer systems</li> <li>Excellent interpersonal skills</li> <li>First Aid trained (or a willingness to become First Aid trained)</li> </ul>	<p><i>This may include</i></p> <ul style="list-style-type: none"> <li>Full, clean driving licence</li> <li>Minibus licence (or a willingness to undertake a minibus assessment)</li> </ul>
Personal Qualities	<p><i>This will include</i></p> <ul style="list-style-type: none"> <li>Commitment to safeguarding the physical, emotional and mental wellbeing of young people and children</li> <li>An understanding of the importance of developing appropriate working relationships with young people and children</li> <li>Honest, responsible and reliable</li> <li>An understanding of the importance of the separation of boarding and school life</li> </ul>	<p><i>This may include</i></p>

Please find a link to the Boarding House pages of the Keswick School website;  
<https://www.keswick.cumbria.sch.uk/boarding/welcome-to-boarding>



## The Selection Process

### Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

### Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

### Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

### Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

### Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

### Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria





# Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

## **Curriculum**

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

## **Behaviour**

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

## **Staffing**

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

## **The Academy and the Community**

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

The academy is well supported by an energetic Local Governing Body.



# Keswick School



## How to find us

**By Road:** (North/South) From the M6 leave at junction 40 (Penrith) and follow the A66 towards Keswick, turn left onto the B289 near the Crosthwaite Church and then left again onto Church Lane following the signpost up Vicarage Hill to the school.

**By Rail:** The nearest main line station is Penrith (25 minutes by road with hourly bus connections).

<b>By Air:</b> Glasgow International	2 hrs 20 mins
Manchester International	2 hrs 10 mins
Newcastle International	2 hrs
Durham Tees Valley	1 hr 50 mins



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