



GORDONSTOUN

Broader experiences, broader minds.

Female Junior School Assistant Male Junior School Assistant

Reports to: Assistant Head Pastoral

Job Purpose: Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. The Junior School Assistants will be fully involved in the care and welfare of the boarders and day pupils at the Junior School, providing general support in the classroom and beyond, so that our students can flourish in our broad curriculum.

The position would particularly suit someone who has recently graduated and is looking to undertake a PGDE/PGCE course or who is considering a teaching degree and who is looking for an immersive experience before taking that next step.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School

DUTIES and RESPONSIBILITIES will include

Curriculum:

- To assist the teaching staff in the smooth running of the Boarding House and the Curriculum as directed by the Assistant Head of the Junior School
- To be responsible for the planning and organising of educational and sporting activities for groups of pupils, such as sporting fixtures, chess tournaments, drama rehearsals, project activities etc
- To attend and help organise major functions and school events
- To assist in the classroom as required and gain experience of classroom teaching
- To carry out break duties and other supervision duties when required according to the duty rota
- To monitor the welfare of the children and promote healthy living, bringing to the attention of pastoral staff any matters of the pupils' welfare which may cause concern.

Contribution within the Junior School:

- To carry out pastoral duties according to the duty rota and cover absences for staff if necessary. Some days may require waking the children up at 0700, taking the children to breakfast, going to meals with the children and putting them to bed in the evenings. This is in addition to supporting the academic and activity programme during the day.
- To report any concerns about the welfare of pupils to the House Mistress, Assistant Head Pastoral or the Junior School Child Protection Officer as appropriate
- To assist matron/s with the organisation of the dorms and boarding duties

- To be responsible for pupils at weekends, assisting with activities and ensuring that they are supervised and are occupied productively
- To promote and share good practice of IT skills amongst staff and children.
- To take on responsibility for various children's competitions and evening activities.
- To support the marketing of the school such as providing reports for the website, producing the Unicorn newsletter and managing the school photograph files.

Occupational Requirements in respect of Age and Gender:

As our students are aged up to 18 years, the School has set an age requirement for applicants for certain posts, where stated, to be aged over 21 years. Please note that for some posts, which will be clearly stated, **only male or female applicants can apply** in line with the Equality Act 2010. We believe that these are necessary and legitimate aims and that restricting the age or gender of the applicants, for certain specific posts, is an appropriate means of achieving that aim.

Conditions:

The post is an eleven-month appointment. The salary is paid monthly from September to July inclusive at the rate fixed for the year. Approximately 12 weeks of holidays are fully paid and there is no expectation to work in them, apart from the time spent at the start of each term in preparation for the term and at the end of the term bringing matters to a close.

- The salary for this role is currently £12,792 but is currently under review
- It is a requirement of the post to live in one of the school flats located in the Junior School and when students are in residence, all meals may be taken free of charge in the school refectory
- There would be a requirement to work regular evenings and weekends.
- The Junior School Assistant will be required to register with the Scottish Social Services Council (SSSC) and meet all conditions connected with this.

These notes are for general information only and the appointment will be subject to signature of formal conditions of employment. Candidates wishing to be considered for this post should complete the school's application form and submit a letter of application outlining why they feel they are suitable candidates for this post to the Head of Junior School or email to recruitment@gordonstoun.org.uk

Junior School Assistant Person Specification

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> ● Experience of working with school age students aged 5-13 and engaging them. 	<ul style="list-style-type: none"> ● Previous experience of working in education or a boarding school. 	Application form Sight of qualifications at interview Interview
Education and qualifications	<ul style="list-style-type: none"> ● Strong Highers or A Levels 	<ul style="list-style-type: none"> ● Degree 	Application form Sight of qualifications at interview
Skills and abilities	<ul style="list-style-type: none"> ● Excellent IT skills, including proficiency in all MS Office applications. ● Excellent communication and interpersonal skills. ● A willingness to be involved with the broader activity programme of the school 	<ul style="list-style-type: none"> ● Specific qualifications or skills relating to one or more areas of the broader activity programme such as coaching qualifications in sport or Outdoor Education. 	Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> ● Conscientious and diligent, with excellent attention to detail. ● Flexible, with a can-do attitude. ● Someone who creates a positive and cooperative working environment. ● A commitment to Gordonstoun's unique educational ethos. ● A commitment to doing the best for students from diverse cultural backgrounds. ● Calm and mature demeanor 		Interview
Child protection	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> ● Experience of working with children and young people 	References PVG check