



# GORDONSTOUN

Broader experiences, broader minds.

## JUNIOR SCHOOL ASSISTANTS

**Reports to:** Assistant Head Pastoral (Junior School)

**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 are 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 particularly suits 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 all of Gordonstoun's policies and procedures, with a particular focus 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.

### Major responsibilities of the role:

#### Curriculum:

- Support the academic and activity programme as required.
- Plan and organise educational and sporting activities for groups of pupils, such as sporting fixtures, chess tournaments, drama rehearsals, project activities.
- Attend and help organise major functions and school events.

- Assist in the classroom as required and gain experience of classroom teaching.

#### **Pastoral Care:**

- Monitor the welfare of the children and promote healthy living.
- Carry out boarding duties according to the duty rota (and cover absences for staff if necessary) including, but not limited to, waking, mealtimes, evenings, bedtimes and weekends.
- Carry out break duties and other supervision duties when required according to the duty rota.
- Report any concerns about the welfare of pupils to the Houseparent, Assistant Head Pastoral or the Junior School Child Protection Officer as appropriate.
- Assist matron/s with the organisation of the dorms and boarding duties.
- When on duty to undertake activities with the children, ensuring that they are supervised and are occupied productively.

#### **Other duties:**

- Promote and share good practice of IT skills amongst staff and children.
- Be responsible for various children's competitions and evening activities.
- Support the marketing of the school such as providing reports for the website, producing the Unicorn newsletter, managing the school photograph files, participating in admissions events.

#### **Whole School Responsibilities**

- To further the tone and purpose of the School by example.
- To foster and support activities in the interests of the school community.
- To be a member of school committees and working parties as appropriate.

#### **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. Throughout the school holidays there is no expectation to work 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 £14000.00.
- 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.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Experience	<ul style="list-style-type: none"> <li>Experience of working with school age pupils aged 5-13 and engaging with them</li> </ul>		Application form Sight of qualifications at interview
Education and qualifications	<ul style="list-style-type: none"> <li>Strong Highers or A Levels</li> </ul>	<ul style="list-style-type: none"> <li>Degree</li> </ul>	Application form Interview
Skills and abilities	<ul style="list-style-type: none"> <li>Excellent IT skills, including proficiency in all MS Office applications.</li> <li>Excellent communication and interpersonal skills.</li> <li>A willingness to be involved with the broader activity programme of the school</li> </ul>	<ul style="list-style-type: none"> <li>Specific qualifications or skills relating to one or more areas of the broader activity programme such as coaching qualifications in sport or Outdoor Education.</li> <li>Previous experience of working in education or a boarding school.</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>Conscientious and diligent, with excellent attention to detail.</li> <li>Enthusiastic, diplomatic and calm under pressure.</li> <li>A proven track record of strong working relationships with students, colleagues and customers.</li> <li>A positive and proactive attitude to manage a high volume of work.</li> <li>Flexible, with a can-do attitude.</li> <li>Someone who creates a positive and cooperative</li> </ul>	<ul style="list-style-type: none"> <li>A valid UK driving license</li> <li>A minibuss licence</li> </ul>	Interview Task

	<p>working environment.</p> <ul style="list-style-type: none"> <li>• A commitment to Gordonstoun's unique educational ethos.</li> <li>• A commitment to doing the best for students from diverse cultural backgrounds.</li> </ul>		
Child protection	<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> <li>• A full PVG check will be completed on the successful candidate</li> </ul>		References PVG check