



GORDONSTOUN
Broader experiences, broader minds



Gordonstoun Junior School

Female Junior School Assistant

Introduction

Gordonstoun Junior School is located in the splendid campus of Gordonstoun, in the North of Scotland. The Junior School has a roll of approximately 110 pupils, up to 61 of which are boarders. It is a Co-educational school, with an almost even number of boys and girls. The children are from many parts of the world as well as from local villages and towns. The School has a wide and varied timetable and enjoys the use of the superb modern facilities, taking part in concerts and other, sport, outdoor learning and other activities.

The Postholder

The Junior School Assistant would play a key role in the care and welfare of the boarders and day pupils at Aberlour House. She is likely to have some experience of working with children and be able to organise activities for them, using their initiative. The post holder would show a high level of care for the children, be able to relate to them and uphold high expectations of the school's values, behaviour and attitude. The position would particularly suit someone applying for a teaching degree or PGDE course and who is looking for experience. The ability to coach sports such as rugby, hockey, tennis, athletics, swimming would be an advantage. Applicants need to be over the age of 21.

The Junior School Assistant will be required to register with the Scottish Social Services Council (SSSC) and meet all conditions connected with this.

DUTIES and RESPONSIBILITIES

1. To assist the teaching staff in the smooth running of the House and the Curriculum as directed by the Head of Junior School, including sporting fixtures and the teaching of sport.
2. 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.
3. 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.
4. To report any concerns about the welfare pupils to the Head of Boarding, Head of Junior School or the Child Protection Officer as appropriate.

5. 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.
6. To attend and help organise major functions and school events.
7. To assist matron/s with the organisation of the dorms and clothes and setting out piece.
8. To carry out break duties and other supervision duties when required according to the duty rota.
9. To assist in the classroom as required and gain experience of classroom teaching.
10. To be responsible for pupils at weekends, the activities they are doing and ensure that they are supervised and are occupied productively. There would be a requirement to work at weekends.
11. It is a requirement of the post to live in one of the school flats located in Aberlour House.
12. To promote and share good practice of IT skills amongst staff and children.
13. To take on responsibility for various children's competitions and evening activities.
14. To support the marketing of the school such as providing reports for the website, producing the Unicorn (School's weekly 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**. 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 salary will be at an appropriate point on the Gordonstoun salary scale

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 Headmaster or email to recruitment@gordonstoun.org.uk