

# Residential Graduate Assistant

Information for Candidates



**Queen Margaret's  
School for Girls**

Escrick Park, York

## Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,  
A family of learning and belonging,  
In a truly inspirational setting.

We are somewhere each and every girl can thrive,  
Where they'll be happy and healthy,  
Grow their knowledge, skills and confidence,  
And make friends for life.

Somewhere that's the bedrock for success,  
Opens up opportunities and possibilities,  
Inspires them to forge their own future,  
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,  
To realise their potential,  
To become the best women they can be,  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

## Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff, with over 90 teachers, and the majority of staff live within 30-45 minutes of the School including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at School after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

## Boarding at QM

There is flexibility in our boarding offering, many girls board on a full time basis, others for as little as one day a week. Boarding houses are arranged “horizontally” (in year groups) but this is balanced with the wish to support as much cross-year integration as possible. Our aim is to provide a happy ‘home from home’ environment where boundaries are established and girls can blossom. Although initially appointed to one of these houses, house staff periodically may be required to move to a different house to meet the needs of the school. Residential Graduate Assistants live in flats within or near to their Boarding Houses and operate under the leadership of their Housemistress and Deputy Head Pastoral.

This is a busy role in a busy boarding school, in which girls require around-the-clock support. Graduate Assistants are allocated a period of consolidated time off of 48 hours per week. In addition the appointee will be entitled to 2 hours downtime per day. The exact hours are being currently evaluated as the needs of the boarding houses are emerging. The role may therefore be a part-time, full-time, or weekend capacity. The Residential Graduate Assistant should expect to be on first-call overnight depending upon the rota. The Residential Graduate Assistant may be called upon during school holiday time to help meet girls arriving at airports to escort them back to school and to provide support to the Stay in For Leave Out (SIFLO) programme on Leave Out weekends, a total of 10 x 24 hour periods across the year.

Accommodation is provided within the school for the purposes of fulfilment of duties, subject to the terms of a special licence agreement. This may change from time to time for operational reasons and is generally only available in school term time, although permission may be granted to stay during school holidays if requested. Meals are also provided during term time.

## Job Description

The primary role of a Residential Graduate Assistant is to assist in delivering outstanding pastoral care for the girls in the school, under the leadership of a Housemistress and the Deputy Head Pastoral you will help to provide a relaxed, warm and caring environment which the girls are happy to call ‘home’. The Residential Graduate Assistant supports the Housemistress, sharing the day to day concerns of caring for the girls and all aspects of running the boarding house. The duties and responsibilities of the assistant will depend not only on the age and therefore the needs of the girls in the house, but also on what is agreed with the Housemistress and the Deputy Head Pastoral bearing in mind the appointee’s individual skills and other commitments within QM from time to time. There is a Genuine Occupational Requirement for the post holder to be female.

## **The Residential Graduate Assistant duties will include:**

- supporting the Housemistress in providing pastoral care for the girls; taking an interest in their concerns and discussing and resolving issues that are worrying to the girls
- working with the rest of the residential team to provide a safe, healthy and happy environment for girls to enjoy
- being aware of the National Minimum Standards for Boarding Schools and of the school's policies in place to ensure that it is compliant with those standards, especially those dealing with Safeguarding, Countering Bullying, Promoting Good Behaviour, Fire Safety and Health and Safety
- reporting any concerns over safeguarding or a girl's personal wellbeing to the Designated Safeguarding Lead or their Deputy
- assisting the Housemistress with pupil related disciplinary matters; following the discipline policy and keeping accurate records of events, which must be forwarded to the Senior Deputy Head and Head
- being aware of the school's plan of the day, term dates and calendar entries, as detailed on the school website and on ISAMS referring to the regular updates and being aware of the implications of these for girls in their house
- ensuring the girls are in bed and at breakfast on time, checking their uniform, ensuring bedrooms and workrooms are kept in a good state of tidiness etc
- assisting in the organisation and delivery of weekend and special House activities and events
- reporting any urgent in-house damage or repairs required to the Estates Department and follow up completion of the work required
- assisting with laundry procedures relevant to the year group including mending clothing and sorting out lost property
- maintaining boarding house routines including checking that girls are tidy and the house is suitably presented
- liaising with the Health and Wellbeing Centre in ensuring that appropriate care is given to girls who are ill, including the correct dispensation of the required medication
- ensuring that the school's policies in connection with the storage and administration of medication are complied with
- keeping a log of girls' pocket money
- collecting provisions for the boarding house so girls have access to fresh food during evenings and weekends
- attending all relevant training and professional development including INSET days as required by the Deputy Head Pastoral and/or the school's Health and Safety Officer
- assisting with general duties around the school, eg tuck shop, dining room duties, as required
- attending all school functions including concerts, House events and competitions, assemblies and chapel services with the girls and other members of the boarding house, appropriately dressed and punctual for each occasion
- ensuring that girls are correctly dressed in tidy school uniform or suitable mufti, as appropriate
- promoting good behaviour and respect amongst the girls in the boarding house
- liaising with the catering staff about any special dietary requirements for the girls
- maintaining comprehensive and clear records (in line with school generic documentation) about the girls in their care, as directed by the Housemistress
- being available at all times (whilst on duty) to the girls in their care and their parents/guardians
- accompany boarders to medical appointments/IELTS examinations etc.

- accompany teaching staff on school trips/activities
- assist outside of term time with the task of meeting girls arriving for the start of term at UK airports and escorting them back to school
- liaising with and acting under the direction of the Admissions Department in the delivery of successful taster visits and other exercises to market the school.

### **Additional Responsibilities**

In addition to their role within the boarding house, the Residential Graduate Assistant will also be expected to take on other responsibilities within the school, depending upon their qualifications and experience. By way of example only, responsibilities may include:

- Contributing to the delivery of the PSHE programme (Personal, Social and Health Education)
- Coaching/directing sports teams or music ensembles etc.
- Coordinating a (vertical) House, major club or activity
- Coordinating activity programmes or trips etc.

# Person Specification

	ESSENTIAL	DESIRABLE
Experience of working with young people in a boarding school setting		✓
Professional Practice Certificate within the Boarding Standards		✓
Be first aid trained / willing to train in first aid and fire safety	✓	
Be committed to safeguarding the physical, emotional and mental wellbeing of young people	✓	
Understand the importance of developing appropriate working relationships with young people	✓	
Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation	✓	
Be responsible, honest and reliable	✓	
Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff	✓	
Possess good organisational skills	✓	
Understand the importance of attention to detail	✓	
Have the ability to work with flexibility and with initiative	✓	
Have the ability to work well and harmoniously within a small team	✓	
Be adaptable and self-motivated	✓	
Set high standards for self and others	✓	
Be able to delegate		✓
Be able to motivate		✓
Be willing to hold people to account		✓
Willing to engage in the wider life of the school	✓	
Keen to run a wide range of outings and activities		✓
Be helpful and have a calm and professional disposition	✓	
Possess a professional manner and attitude	✓	
Be energetic, enthusiastic and caring	✓	
Be fully committed to boarding school life	✓	
Have a clean driving licence and be willing to undergo minibus driving training		✓

## How To Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.