

# Sir Roger Manwood's School - Resident Graduate Job Description

**Reports to:** Boarding Marketing & Development Manager

**Key Contacts and Relationships:** Boarding Marketing & Development Manager, House Parents, Resident House Tutors, other boarding staff, boarding students

**Overall Purpose:** to carry duties in the boarding houses whilst pursuing an individual programme to develop skills and interests in preparation for future career aspirations

**Salary:** KENT RANGE 4 (£16,968 - £17, 826)

## **Role description:**

- To carry out 40 hours of boarding duties each week (which will be before and after school on weekdays and at times during weekends) so as to enable the smooth running of both the boys' and girls' boarding houses
- To work in close liaison with the House Parents of both the boys' and girls' houses
- To assist with boarders' pastoral care, including the dispensing of medicines (training will be given)
- To promote good living, study and recreational conditions within the boarding houses
- To record events of each duty on the dedicated online software and to read these before starting each duty so as to ensure a smooth transition between duties
- To carry out the same duties as other boarding staff: supervising and checking boarders' homework, helping with bedtime and waking up routines, accompanying trips (mostly at weekends but sometimes on weekday evenings), ensuring boarders' daily duties are completed, ensuring the behaviour of boarders is as expected and sanctioning them, in liaison with the relevant House Parent if it is not, undertaking basic administrative work, distributing medicines where appropriate and ensuring its correct recording
- To provide a supportive listening ear to boarders when necessary and act as a mentor to a number of them
- For extra payment (and a different job description), post holders will have the opportunity, if they wish, to add a day time activity in the main school that reflects their individual interests and ambitions (e.g. sports coaching; learning support; cover supervisor)
- To carry out any further reasonable request made of them by either the Head Teacher or Boarding Marketing & Development Manager