



## **Gordon's School**

### **Graduate Pastoral Tutor - Job Description**

#### **THE ROLE**

The Graduate Pastoral Tutor (GPT) lives and works in a residential boarding House, as part of the pastoral team. They are expected to play a full part in the life of the House supervising students, carrying out administrative tasks and leading trips and activities and attending parades. They will also be attached to a curriculum area and will contribute to the work of that department.

#### **HOURS**

30 hours of directed time in the Boarding House, including 8 hours on either Saturday or Sunday, and prep supervision as required.

10 hours of directed time in the curriculum Periods 1-6.  
4 hours of Period 7 activities per week.

Saturday morning activities until 12.00pm.

A requirement to sleep overnight in the allocated House 6 days a week during term time (allowing for a 24 hour period off during the week).

Up to 10 days additional boarding duties per year outside of term time to facilitate student activities.

#### **RESPONSIBLE TO**

The GPT is responsible to the Deputy Head (Pastoral). The GPT is line-managed by the Assistant Head (Director of Co-curricular).

#### **RESPONSIBILITIES**

##### **In House:**

- To assist with boarding duties on a directed-time rota.
- To reside overnight in the Boarding House from 11.00pm during term time on required nights unless a separate arrangement has been made with the Houseparents.
- To cover the Boarding House as required on Saturday mornings.
- To assist in all ceremonial aspects of the school. (eg. assist with Parade Sundays.)
- To inform staff about any relevant or confidential student issues.
- To accompany a student to a medical appointment as may be required.
- To contribute to the domestic operation of the House.
- To use the House Diary in accordance with House procedure.
- To assist in the organisation and preparation of House teams for Inter House competitions.
- To supervise prep as required.

**In School:**

- To be a Form Tutor.
- To assist in the organisation and running of a department, and be available to accompany school trips.
- Provide teaching and learning support in lessons.
- Provide administrative support in the preparation and delivery of lessons.
- Plan and deliver activities which support learning in lessons.
- Work with small groups/individuals within lessons.
- Support with co-curricular activity.
- Support with practical examinations.
- Support with administrative tasks to support co-curricular activity.

**Time Off:**

- One whole day off (24 hours) per week agreed with Houseparents (Monday through to Friday).
- School holidays and exerts, minus 10 days agreed a term in advance (see above).

**Benefits:**

- Single accommodation on site available throughout the year, including holidays.
- Meals during term time, and during the 10 additional days outside of term time.
- Council Tax, electricity and water all paid.
- Use of internet throughout the year.
- Use of facilities throughout the year when available (e.g. Fitness Suite, swimming pool etc)

**Person Specification Skills:**

- Enthusiastic, friendly, and committed to the personal, social and academic development of young people.
- Able to work well as part of a team, with good communication and interpersonal skills.
- A high level of organisational skills and ability to work to deadlines.
- A pro-active person who anticipates and initiates.

**Qualifications and Experience**

- University graduate
- Holder of a full current driving licence preferred

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*

**ISSUED: March 2019**

**A Moss (Head Teacher)**