



BREDON  
SCHOOL

GRADUATE BOARDING ASSISTANT



# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Graduate Boarding Assistant

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Bredon School is searching for an outstanding graduate who can add value to our unique environment. A Graduate Boarding Assistant at Bredon will add value to multiple areas of school life, playing their part in staffing our boarding houses and contributing within the school day across our curriculum. This residential role would be perfect for a recent graduate with a “can do” attitude who is keen to immerse themselves fully in the life of a busy day and boarding school.

## Reporting

To the Director of Boarding

## Main duties and responsibilities

The successful applicant will be expected to:

- Support the effective running, ethos and general discipline of Boarding at Bredon in compliance with School rules and policies
- Comply at all times with the school’s Child Protection and Safeguarding policy
- Be able to help support the academic progress of each pupil within their boarding house
- Contribute to the establishment of a house spirit and environment in which all members of the house can flourish socially, healthily, with confidence and at their own pace
- Continue to foster the excellent family atmosphere that exists in the boarding community at Bredon
- Share expertise with one or more timetabled departments of the school
- Staff, and on occasion lead, extra-curricular evening and weekend activities as part of Bredon School’s Activities programme
- Expect high standards from the young people in their charge, and reinforce these through consistently setting a good example through their own actions, presentation and inter-personal communication
- Undertake administrative tasks as designated by the DHP/HoB in support of the day-to-day running of the house and the Activities programme
- Occasionally work unsociable hours whilst remaining in good humour and with empathy towards the young people in their care
- Manage their own time effectively, thinking proactively and creatively about their work

In addition to the boarding and pastoral duties detailed above, the successful applicant will also make a significant positive contribution to the daily life of the school, whether through the games programme, School Farm or any other enrichment activity as required by their line manager.

A strong and lasting commitment to our extensive activities programme is what sets Bredon apart as being unique. We welcome applicants from all academic disciplines and a range of undergraduate degree backgrounds who are able to demonstrate their passion for Bredon's unique educational model.

### **Generic Accountabilities**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

### **Safeguarding Children**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

### **Confidentiality**

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.



## Benefits

- Competitive salary
- Onsite single occupancy accommodation
- Free onsite parking
- Meals provided during term-time
- Beautiful working environment



# Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Full clean driving licence</li><li>• Degree</li></ul>	<ul style="list-style-type: none"><li>• Qualifications in the area of social care i.e. NVQ in Caring for Children and Young People or the equivalent</li><li>• NPLQ lifeguarding qualification</li></ul>
Experience and Knowledge	<ul style="list-style-type: none"><li>• Knowledge of the independent school sector</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working with children / young people</li><li>• Additional skills / interests that would benefit the school community</li></ul>
Skills and Aptitudes	<ul style="list-style-type: none"><li>• Understanding of, and commitment to, the principles, ethos and values of Bredon School</li><li>• Willingness to learn new tasks and undertake further training</li><li>• Excellent communicator</li><li>• Willingness to work as part of a team</li><li>• To work within the framework of the school plan, aims, policies and procedures of Bredon School and to support the objectives of the school</li></ul>	

## Person Specification (Cont)

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	Essential	Desirable
Skills and Aptitudes (cont)	<ul style="list-style-type: none"><li>• To be committed to the development of opportunities for inclusion by all pupils attending the School</li><li>• To accept a personal commitment to the corporate responsibility for the education, care and development of all pupils attending the School</li><li>• To promote and develop a team approach across all professional disciplines to the work of the School</li><li>• To be a role model for staff and pupils in all aspects of personal and professional conduct and by exemplifying the school's Code of Conduct.</li></ul>	
Personal Attributes	<ul style="list-style-type: none"><li>• Commitment to share responsibility for the education and care of pupils</li><li>• Cheerful disposition</li><li>• Team player</li><li>• Sense of responsibility and confidentiality</li><li>• Professionalism and integrity</li><li>• Dedication and enthusiasm</li></ul>	