



Perrott Hill

GRADUATE RESIDENTIAL ASSISTANTS (SPORT AND PRE-PREP)

JANUARY 2023



Potential job applicants

Many thanks for taking an interest in the post of **Graduate Residential Assistant** here at Perrott Hill. We have three positions available - two for Sport and one for Pre-Prep. The aim of this pack is to provide the job description and person specification within contextual information beyond that provided on our website.



The post

We seek three engaging and passionate Graduate Residential Assistants with the energy and enthusiasm to bring about excellent progress and enjoyment to the pupils at Perrott Hill. All three roles - whether specialising in Sport or Pre-Prep - are live-in residential positions, with evening and weekend duties in the boarding houses being off-set by time off during the week. The roles are available from September 2023 to July 2024 and a three-bedroomed communal 'Grads' flat is provided. Applicants should show a keen interest in a career in education, with previous holders going on to successfully apply for a PGCE afterwards.

The school

Perrott Hill is an ideally sized Prep and Pre-Prep School of approximately 183 pupils aged 3-13, of which 85 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards in recent years, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. In 2022 we were shortlisted for Best Prep School at the Tatler Schools Awards, Prep School of the Year at the Tes Awards, Prep School of the Year and Small Independent School of the Year at the Independent Schools of the Year Awards, and the Supporting Junior Boarders Award at the BSA Awards.

Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 3-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports



hall with changing rooms, a heated outdoor pool and a 220-capacity theatre. In 2016, a new eco-build Music School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

Job description

Job Title: Graduate Residential Assistant (Sport or Pre-Prep).

Responsible to:

- Deputy Head or Head of Pre-Prep (day) and Head of Boarding (evenings and weekends).

Salary:

- £9,524 - £14,709 per year depending on age with accommodation and meals provided.

Contract:

- Fixed contract from September 2023 to July 2024.



Boarding and general responsibilities:

- Support the Head of Boarding and Assistant Houseparents in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for children newly arrived at the School;
- Help children learn the routines of the boarding houses and assist with any problems. Any concerns about the well-being of children must be brought to the attention of the Head of Boarding or the Deputy Head (as appropriate). Concerns of a safeguarding nature should be brought to the Designated Safeguarding Lead or, in their absence, the Deputy Designated Safeguarding Lead;
- Uphold the rules of the boarding houses and pass on breaches of the rules to the Head of Boarding or the Deputy Head (as appropriate);
- Participate in the evening duty rota under the direction of the senior member of staff on duty. Duties will include providing evening activities and helping with bedtimes;
- Participate in the weekend duty rota under the direction of the Head of Boarding;
- Actively engage with children and play a full part in ensuring their needs are met, at any point when on duty in boarding hours.
- Assist in the wider activities programme around the School, as directed by the Deputy Head and Head of Pre-Prep;
- Assist in covering lessons as may be required and appropriate to the Grads' experience;
- Accompany staff on excursions and activities as required;
- Assist the administration staff with office tasks as required;
- Attend staff meetings as required.

Specific responsibilities (Sport):

- Assist and coach teams as directed by the Director of Sport, including planning training sessions as appropriate to the range of ability within the squad in question, and preparing the equipment and resources for the training session;
- In liaison with the Director of Sport, carry out team selection and post team lists for each upcoming fixture in accordance with the Games Department Handbook;
- Take teams to matches and be responsible for the team's behaviour, conduct and manner of play, and thus the School's reputation;
- Confidently umpire or referee matches of rugby, hockey, football, netball, cricket and rounders when required, ensuring sound knowledge of the rules prior to the event;
- In keeping with the department's ethos, promote a life-long love of sport whilst encouraging all pupils to achieve their potential;
- Help pupils to change safely and quickly, promoting a clean and healthy environment in the changing rooms;
- Aid staff in P.E. lessons as directed by the P.E. teacher, including lifeguarding for the swimming pool and supporting pupils in gymnastics.

Specific responsibilities (Pre-Prep):

- Work to a timetable and carry out Pre-Prep duties as directed by the Head of Pre-Prep;
- Assist the Pre-Prep children with their daily needs (this includes our youngest children in Nursery);
- Assist Pre-Prep staff in the preparation of the school day, including things like photocopying and getting the refreshments trolley to ensure the children eat a healthy diet;
- Administer First Aid to Pre-Prep children for minor accidents – this will be under the supervision of the School Nurse when required and First Aid Training will be provided;
- Communicate with parents when necessary about their children;
- Attend Pre-Prep weekly staff meetings and have the confidence to share any concerns you may have about children;
- Report any safeguarding incidents in Pre-Prep to the Head of Pre-Prep, who is the EYFS safeguarding lead;
- Assist staff on school trips;
- Assist at weekly swimming lessons as well as Pre-Prep sports lessons;
- Run an after school club in Pre-Prep.



Person specification:

- Applicants must hold, or be working towards, a good honours degree and have a suitable sense of responsibility and professionalism;
- Those applying for the Sport position must be an enthusiastic and capable sportsperson with a good level of coaching experience in a variety of sports. Those applying for the Pre-Prep position should have some experience of working with children aged 2-7 and be able to demonstrate a natural affinity for this age range;
- The ability to carry out instructions reliably and efficiently, along with a cheerful, willing and flexible disposition, is a must.

The post begins from InSET preceding the term in which the candidate starts. The closing date for completed applications is 0900 on Friday 3rd March with interviews scheduled thereafter. Early applications are encouraged and we reserve the right to appoint at any stage during the process.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared;
- Applicants should be aware that all posts in the school involve safeguarding children, although the extent of that responsibility will vary according to the nature of the post;

- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on shortlisted candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;
- If a shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a shortlisted applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons;
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



How to apply

Please email your letter of application, completed application form, the names and contact details of three referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on ctootill@perrott hill.com.



Invitation to interview

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.

Conditional offer of appointment: Pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- A clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education 2022;
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.
- Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.

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PLEASE NOTE:

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/NCTL.

