

Post:	Resident Boarding House Tutor (Gap Year - one year)
Line Manager:	Head of Boarding
Hours of Work:	45 hours per week. Term time only.
Salary:	£12,464 plus accommodation and meals during term-time.
Start date:	Fixed term contract (one year) September-August
Location	Boarding Houses and around school

The Role

Dean Close Preparatory School is a co-educational Christian Boarding/Day Prep School for 300+ pupils aged 7 to 13. There are 3 boarding houses (senior girls, senior boys and the mixed junior House). The Houses are run by House Parents and in each case the emphasis is placed on the idea of an extended family unit.

Duties

The role of the Resident Gap Year House Tutor position is divided into two main areas.

1. The Boarding Houses

Responsible to the Housemaster or Housemistress, and the Head of Boarding. Duties include wake-up, having meals with the pupils, and supervision duties in and around the House as part of a rota. Evening duties include a half hour Prep and Boarders' Prayers, supervision of 'free time' and bedtime.

2. School Hours

Responsible to the Deputy Headmaster (Operations and Compliance). Each Gapper has a scheduled timetable, with a variety of tasks to attend to, though there is great flexibility within this.

Tasks include:

- **Classroom assistance in Prep School**
Teaching staff benefit from Gapper assistance in a wide variety of lessons, whether sitting down one to one helping a pupil catch up in Maths, reading in a small group or taking a couple of pupils to the Library in English, helping with an investigation in Science etc. This can be about 15 lessons a week and will be in a variety of subjects. If a Gapper is keen to pursue a specific subject that can generally be accommodated.
- **Pre-Prep Swimming**
Assisting the teaching and coaching staff, and being in the pool with the pupils, developing their confidence in the water.
- **PE & Games coaching**
Assisting Coaching Staff with PE and Games sessions, and also matches: Hockey, Rugby, Netball, Cricket, Tennis, and Swimming etc.
- **Break time supervision**
Be present outside at break times with a Duty member of Staff to ensure appropriate and safe behaviour by pupils.
- **Clubs**
Involvement in Shooting/Badminton/Basketball/Football clubs.
- **Music/Data projection in Assemblies**
Liaise with the Chaplain's Assistant and Director of Music to prepare words for hymns and various multi-media projections required for Assemblies on Tuesdays and Thursdays.
- **Front Office**
A quick stint of support for the Office to deliver parcels around the school, chase up unregistered pupils, prepare envelopes for distribution etc.
- **Chapel crossings**
Assist with the safe crossing of pupils over the busy road to Chapel on Saturday mornings.

Person Specification



DEAN CLOSE FOUNDATION

- Boarding House Tutors are required to assist fully in the games programme and an ability to help with team coaching is an advantage.
- Flexibility and adaptability are essential, as is the willingness to undertake additional duties and responsibilities which may arise.
- The ability to work well on your own initiative and to work with others as part of a team.
- Experience of working with and /or caring for children an advantage.
- A kind and caring nature.
- Be Loyal, honest, trustworthy, and reliable.
- Enthusiastic, highly motivated, and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity.
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach.
- Ability to communicate effectively with all colleagues.
- Strong desire to improve knowledge

Terms and Conditions

- The post runs for one academic year. The Resident Gap Year House Tutor would need to be in situ at least 2 or 3 days before the start of term.
- The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Accommodation is provided in the form of a furnished bed-sitting room and a private bathroom ensuite set within the boarding house. Accommodation for the period, and food during term time only, are also provided without charge.
- The post requires a full commitment during term time when the boarders are at school but there are substantial holidays at Christmas and Easter, as well as a half-term week in each term and an occasional weekend exeat. There is also some time off duty most days which is covered by other Gap Year House Tutor's on the duty roster, including some evenings off as well.

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.