



# WYCOMBE ABBNEY

## JOB DESCRIPTION GRADUATE RESIDENT TUTOR

**Aim:** A Resident Tutor is attached to one of the School's Boarding Houses. S/he is an important member of the House pastoral team, taking the lead from the Housemistress, Assistant Housemistress and Pastoral Assistant. Other duties include supporting both academic and support departments, assisting with extra-curricular activities and organising/assisting with events, especially during evenings and weekends. This may also include supporting activities the day after term ends.

**Reports to:** Senior Resident Tutor / Resident Tutor Line Manager

### KEY DUTIES

#### House Duties:

- To assist with routines in the boarding house on weekday mornings and evenings under the guidance of the Housemistress.
- To assist in the boarding house at weekends and to attend School functions and activities. Resident Tutors will have little time off at weekends.
- To attend House parties, outings, photographs and to help plan these events.
- To be the adult in charge in a House if a colleague has to take a girl to a medical appointment or attend an emergency.
- To administer medication in the House and record it. (Health Centre training provided.)

#### Supporting Academic/Operational Staff:

- To assist in at least one academic department.
- To help with university preparation lessons where appropriate and to give individual University advice to the Sixth Form. Resident Tutors will have opportunities to observe, team-teach and cover lessons.
- Assist with key administrative or operational departments, such as Admissions, according to the needs of the School.

#### Extra-Curricular/Trips:

- To accompany many school trips and occasionally to help organise trips.
- To help with extra-curricular activities such as drama, sport or music, according to personal interests. This may be part of a timetabled lesson, or in the evenings.
- To initiate activities according to interests and qualifications.
- To staff social events on Saturday evenings.
- To accompany girls to the airport and to London at end of leaves on a rota basis.

#### Weekends

- Resident Tutors will be required to work all term time weekends when the girls are in school. Weekend timetables are determined on a week-by-week basis according to activities offered. Duty hours will vary and some weekends will be busier than others.
- Weekend duties include wake-ups, bedtime routines, supporting the Art, Music and Drama departments, supporting activities in House and staffing a variety of trips, both extra-curricular and sporting.  
(Every 3-4 weeks there is a short leave or long leave where the girls all go home and staff can go home too.)

#### Other:

- To provide support to the U111 (Year 7) pupils, especially in the first few weeks of the academic year.
- To lead prep sessions.
- To meet parents at beginning and end of leaves and on Admissions open days.

- To assist with administrative duties around the School.
- To supervise candidates and look after parents at open days.
- Any other appropriate duties to assist in the smooth running of the School.

## **PERSON SPECIFICATION**

### **Specialist knowledge and experience**

- Positive interaction with and an understanding of the needs of young people.
- Excellent knowledge of Microsoft Office Word, Excel, Outlook and confidence in acquiring database skills.
- Experience of events management or volunteering is an advantage.

### **Using Initiative**

- Able to take responsibility for own actions and make decisions (where appropriate) without referring to others.

### **Communication**

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience.

### **Fact finding**

- Able to retrieve and absorb information quickly.

### **Team Working**

- Able to develop effective and supportive relationships with colleagues and to demonstrate a willingness to assist/cover for any other Resident Tutor in their duties as required.

### **Planning and organising**

- Proven ability to organise time effectively and prioritise workload. Able to organise events, trips and activities.

### **Resilience**

- Proven ability to remain calm and motivated when faced with challenging behaviours or situations.
- Physical and mental stamina

### **Flexibility**

- Successfully adapts to changing demands and conditions, and re-order priorities at short notice.

### **Influencing**

- Able to convince others in a way that results in acceptance and behaviour change.

### **Special conditions**

- Appointment is subject to an Enhanced Criminal Records check.

### **Child Protection Statement:**

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headmistress.

**The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.**

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.