



# DEAN CLOSE FOUNDATION

<b>Post:</b>	Boarding House Tutor
<b>Line Manager:</b>	Head of Boarding
<b>Hours of Work:</b>	45 hours per week. Term time only.
<b>Salary:</b>	Depending on experience, includes accommodation and meals during term-time.
<b>Start date:</b>	Fixed term contract (one year)
<b>Location</b>	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**

Building positive relationships with the pupils and pastoral support, supporting the Houseparent's 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 helping support the pupils with their Independent Study Time, House Prayers, in-House activities, supervision of 'free time' and bedtime.

### **2. School Hours**

Reporting to the Deputy Head (Pastoral) and Head of Logistics. Each Gapper has a scheduled timetable, with a variety of tasks to attend to, though there is great flexibility within this.

Tasks may include:

- **Classroom assistance in Prep School**  
Teaching staff benefit from Gapper assistance in a wide variety of lessons, for example sitting down one to one helping a pupil catch up in Maths, reading in a small group, taking a couple of pupils to the Library in English or helping with an investigation in Science. If a Gapper is keen to pursue a specific subject that can generally be accommodated.
- **PE & Games coaching**  
Assisting coaching staff with PE and Games sessions, and also matches: Hockey, Rugby, Netball, Cricket, Tennis. Assisting the swim teaching and coaching staff, being in the pool with the pupils, developing their confidence in the water.
- **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 school clubs, for example Swimming/Basketball/Football.

- **Front Office**

Support for the Office with school jobs, for example deliver parcels around the school, chase up unregistered pupils, prepare envelopes for distribution.

Person Specification

- 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 year (with the opportunity to extend to two in discussion with Head of Boarding during appraisal). 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 bedroom and a private bathroom 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 Boarding 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 values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
  - Critical Thinking
  - Compassion
  - Creativity

- Collaboration
- Communication
- 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.

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#### How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

***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.***