



Rossall

INSPIRING EXCELLENCE

*Graduate Assistant
(Preparatory School)*



APPOINTMENT BRIEF

April 2024



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 800 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. The School has an IBDP average of 35 and on average 50% of A level grades have resulted in an A* or A over the last 3 years. Almost two thirds of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps, most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. Our recently launched Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club has led to huge success of our girls' football teams on a national level.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.



The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this. We are an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the School has emerged from

the recent pandemic in a strong position financially. Such extensive expansion has resulted in a number of opportunities arising across a number of curricular areas and our ongoing development of signature programmes such the Broadway Performing Arts academy has opened up opportunities for exceptional educators to join us.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We never stand still. In 2020, we became an All-Steinway School and launched an International Piano Academy. The newly refurbished PrePrep School was opened at the end of the Summer Term and work commenced on our Science Building. In 2021 we recruited the first cohort for our Elite Girls' Football programme and September 2022 saw the launch of the Broadway Academy of Performing Arts which harnesses the creative energy of an outstanding faculty committed to ensuring exciting opportunities, an outstanding quality of productions and a credible pathway into the industry for aspirant young performers.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable environment where boys and girls from 3 months to 19 years of age can feel safe and thrive.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our School to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!



MEET THE ROSSALL TEAM ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and seven fellow Leadership Executives. They are joined by the extended Senior Management Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Ms Dina Porovic
Senior Deputy Head



Mr Ben Powell
*Deputy Head
(Pastoral)*



Mrs Emma Williams
*Deputy Head
(Safeguarding & Boarding)*



Mr Matt Turner
*Headmaster of
Preparatory School
& Nursery*



Mr Adam Cawkwell
*Director of
Admissions
& Development*



Mrs Victoria Low
*Director of
Operations*

ROSSALL PREPARATORY SCHOOL

There is a palpable buzz right across Rossall Pre-Prep and Preparatory School – it is wonderful to see what these young minds and bodies can achieve in such a stimulating and enriching environment. Our young learners bounce into school and have wonderful days.

The benefits of being part of a whole school campus are clear with access to stunning facilities, including our Sports Centre, 25 metre pool, full size AstroTurf and two theatres. Of course, we also have the woodland, farm, kitchen, astronomy centre and our very own beach to ensure that children are afforded every opportunity to explore, grow and discover their talents and interests.

The modern, purpose-built Nursery and Pre-Prep premises are situated in a quiet spot on the main Rossall campus with plenty of space - both inside and out - for our children to play, learn and grow. The Preparatory School is situated in the heart of the campus in James House, with a purpose built enclosed playground.

In addition to our recently redesigned curriculum, the School offers a wide selection of extracurricular opportunities that the pupils are encouraged to take a full part in. These activities provide the pupils with new interests and skills and often serve as the basis for the enjoyment of leisure time in later life. They bring the opportunity to mix with a different group of pupils and with members of the teaching staff under very different circumstances from the classroom which helps classroom relationships significantly.

JOB DESCRIPTION

We require a Graduate Assistant to work from September 2024 until the beginning of July 2025, in the Preparatory School.

Graduate Assistants live on-site in the shared staff accommodation, as this allows them to become fully involved in school life and take every opportunity available during their time at Rossall.

The position may suit a trainee teacher looking for valuable, short term, experience in an independent boarding and day school. Alternatively, this position may suit someone entering a gap year.

An additional role of Deputy Houseparent in one of the senior boarding houses may also be available which attracts an additional paid allowance. The two roles can be performed alongside each other. Details of the Deputy Houseparent role can be discussed at interview, or on request.

Main Responsibilities

Classroom Assistant

- Assist the teaching in classes in the Prep or Pre-Prep School. The exact range of subjects and year group to be determined by the needs of the School in any academic year
- Assist in the supervision of children in Nursery, if required
- Assist with the Pre-Prep swimming lessons
- Assist with coaching of Games
- Support those who may require additional help
- Help run the Prep (Homework) Club after School
- Assist the class teachers on sports fixtures, trips or residential outdoor experience courses

Pupil Management

- Escort pupils to and from various lessons around site
- Supervise pupils in varying circumstances
- Share responsibility for the duties at break time and lunch times
- Attend assemblies, Chapel, concerts and house competitions
- Transport pupils to and from the School bus at the start/end of the school day
- If required, complete an evening duty in a Senior Boarding House as required by the Houseparent

Administration

- Provide cover in the School reception office when required, answer telephone calls, recording and passing on any messages to the appropriate person
- Assist class teaching with photocopying and producing classroom resources

Communication

- Report any incidents, poor behaviour or concerns relating to pupils to their class teacher
- Record immediately on paper and pass on any pastoral issues
- Support Social Media usage

Resource Management

- Take a lead in distribution of playground equipment
- Be responsible for the maintenance and tidiness of the sports equipment
- Assist in stock taking
- Ensure first aid kits are available for all school fixtures

Professional Development

- Assistance will be given for further educational applications
- References will be provided, if required

General

- To actively promote the School at all times
- To behave professionally when talking to parents
- Always respect the confidentiality of school matters and should never discuss individuals with anyone other than a member of staff
- Report any concerns about a child's progress or welfare
- To ensure that all parents, children and visitors are always made welcome to the school. This is particularly important at the start and end of the school day when any problems can be discussed and dealt with immediately
- To ensure all health and safety procedures are strictly adhered to at all times

Applicants should be committed to the safeguarding and promotion of the welfare of young people. They should demonstrate this commitment in every aspect of this post. All staff are required to adhere to and ensure compliance with the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead (DSL).

To find out more about this role please contact:

Matt Turner (Headmaster of Preparatory School & Nursery) at m.turner@rossall.org.uk or telephone us on 01253 774222.



BENEFITS OF SERVICE

The salary is £1,000 per month from September until June. This includes free accommodation in a shared staff house and free meals in the Dining Hall (during term time).

The position of Deputy Houseparent/Resident Tutor attracts an additional allowance per month.

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

- Free lunch and refreshments during term-time
- Free parking on site
- Medical centre on site during term time
- Free use of the School swimming pool, gymnasium and sports facilities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be addressed to the Headmaster. It should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to the Headmaster c/o Mrs Stephanie Capstick (Head of HR and Compliance).

POST:

Mrs Stephanie Capstick
Head of HR and Compliance
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

hr@rossall.org.uk

KEY DATES:

Deadline for submission of applications 12.00 noon on Friday 17th May 2024

Interviews are planned for week commencing 20th May 2024

Rossall School is committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance will be undertaken by the School. The position is regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. An online check will also be conducted.

The School's Child Protection and Safeguarding Policy can be viewed here: <https://rossall.org.uk/policies/>