



BOARDING HOUSE GRADUATE JOB DESCRIPTION

Job Title: Boarding House Graduate

Responsible to: Head of Boarding

Additional responsibility to the Head of Phase, and other relevant teaching staff.

Main Purpose:

To play a full and active role in the boarding and wider life of Casterton, Sedbergh Preparatory School, supporting the care, wellbeing and development of our boarders and helping to create a happy, safe and purposeful boarding environment.

Alongside their boarding responsibilities, the Boarding House Graduate will support pupils within the classroom and contribute to the School's extensive co-curricular and sporting programme. This is a varied role suited to someone who enjoys working with young people and is keen to immerse themselves fully in the life of a busy day and boarding school.

Roles and Responsibilities:

Boarding and Pastoral

- Play a full and active role within the boarding house, working closely with the Head of Boarding and wider boarding team.
- Support the day-to-day care, supervision and wellbeing of boarders.
- Undertake boarding duties as required, including evening and weekend duties appropriate to the residential nature of the role.
- Help to organise and lead activities for boarders, contributing to a varied and engaging programme outside the school day.
- Build positive and professional relationships with pupils and provide appropriate pastoral support.
- Promote high standards of behaviour, kindness, responsibility and consideration for others.
- Be a positive and visible presence within the boarding community and wider school.

Classroom Support

- Support pupils within the classroom under the direction of teaching staff and the relevant Head of Phase.
- Work with individuals and small groups to support learning, engagement and progress.
- Provide appropriate support to pupils with differing learning needs, following guidance from teaching and Individual Needs staff where appropriate.
- Assist teachers with the effective organisation and delivery of learning activities.
- Encourage pupils to develop confidence, independence and positive attitudes towards their learning.



Sport and Co-curricular

- Contribute actively to the Prep School's sporting and co-curricular programme according to individual experience and expertise.
- Assist with coaching teams and groups and support Games afternoons, fixtures and tournaments as required.
- Support colleagues with the organisation and supervision of school activities and events.
- Share personal interests, skills and enthusiasm with pupils through activities, clubs or other opportunities where appropriate.

Wider School Responsibilities

- Demonstrate a proactive, enthusiastic and flexible approach to working with young people.
- Work collaboratively with boarding, teaching, pastoral and support colleagues across the School.
- Attend relevant meetings and training as required.
- Support school events, trips, activities and other aspects of school life as reasonably required.
- Undertake any other reasonable duties consistent with the nature and level of the post, as requested by the Head of Boarding, Head or other members of the Senior Leadership Team.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting 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.

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