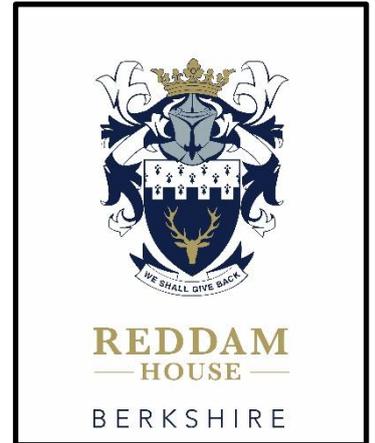


Job Description

BOARDING ASSISTANT (Residential)

Line Manager/Reporting into:	Summer Camp Director / Head of Boarding
Contract Type:	Fixed Term (4 weeks) Sunday 17 th July – Saturday 13 th August, Full Time, Residential
Working Hours:	6-day time commitment will vary each day minimum 40 hours per week actual working hours will vary on a rota system
Salary Range:	Competitive based on qualifications and experience
Benefits:	Accommodation and food on site, Accident insurance
Closing Date for Applications:	9am on Monday 6 th June
Start Date:	Sunday 17 th July with 3 days training prior to commencement



Reddam House Berkshire is seeking to appoint a **Boarding Assistant** to join us for four weeks of Summer Camp in the months of July and August.

The Summer Camp is new for 2022 at Reddam House Berkshire, and we are looking for exceptional staff to join us in setting up and running a fantastic summer programme for our students in its first year.

All lead staff and support staff members are expected to be residential on site throughout in order to join in with the full Summer Camp experience, however, there will be consideration given to non-residential members of staff for the right candidate.

The Summer Camp is running for 4 weeks during the summer in two-week blocks. Session 1 runs from Sunday 17th July to Saturday 30th July and Session 2 runs from Sunday 31st July to Saturday 13th August 2022. Ideally, we would like staff members to be consistent across both two-week blocks, and ideally to be resident with us for the full 4 weeks of Camp, however we would consider staff members who are only available for one of the 2-week blocks.

Residential staff members will be given rooms in the staff boarding house and will be expected to join in with boarding activities and duties on a rota system throughout the 2-week block. All staff members will work a 6-day week with one full day /night off.

Boarding staff members will be given a private room in the boarding house alongside the residential students. Boarding responsibilities will include overnight duties as well as joining in with the evening activities and duties on a rota system. There is opportunity for the boarding staff members to also assist on one of the camp activities in the morning (Languages or Steam) or afternoon (Multi-Activity, Adventure or Performing Arts) but their responsibilities within the boarding house must take priority.

The Head of Boarding will be 'on call' but may not be resident in the boarding houses at all times.

Staff are expected to have a full DBS and it is preferable that they also hold a First Aid certificate of training.

INFORMATION ON OUR COMPANY AND SCHOOLS

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 700 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

www.reddamhouse.org.uk

WHY APPLY TO WORK ON A SUMMER CAMP

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

Summer Camp roles offer a fantastic summer employment in an international school with extraordinary facilities. Unique in its short season (4 weeks), there is so much to cram into personal development, leadership development and skill building. Camp is about getting active, having fun and building a community feel that is as exciting as it is rewarding. Seeing the transformation in the students that attend camp is rewarding, building relationships and taking responsibility for pastoral care and welfare utilizes leadership skills and you get to do this in an all-inclusive package.

WHAT WE OFFER

- The opportunity to add real value from day one;
- Strong growth opportunities;
- Being part of a global professional community;
- A collaborative team and environment;
- A culture of excellence;
- Helping with the development of young adults;
- A rapidly growing business;
- The opportunity to be at leading edge of educational development practice;
- Fun, cultural, educational activities;
- Meet people from all over the world;
- Enjoy living on site in a beautiful setting;
- A Summer of fun activities;
- On-site parking;
- Competitive pay and a comprehensive returners package for any of the inspired Global Camps which take place internationally across Europe.

HOW TO APPLY

Internal Applications:

Please send a letter of interest to p.king@reddamhouse.org.uk.

The letter of interest should be no more than one side of A4 and should briefly explain your interest in the role and highlight any previous experience.

External Applications:

An application form can be downloaded from <http://reddamhouse.org.uk/>.

Completed applications and queries should be submitted to p.king@reddamhouse.org.uk

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE SUMMARY & JOB PURPOSE

Reddam House Berkshire are looking for enthusiastic and dynamic staff to help lead, plan, coordinate, and oversee the overall camp programme with a focus on the residential students in the boarding house. The role holder will be responsible for the pastoral care of the day and boarding students on camp, including health and safety, safeguarding and discipline. The successful candidate will be able to work independently with support from the Summer Camp Director and team.

This is a fixed term role required for the 4 weeks of camp with the inclusion of some preparation and training days in the run up to and during the camp. At the end of the contract, there will be one day of wash up / feedback required from camp staff.

ROLE RESPONSIBILITIES

Principal Duties and Responsibilities

- Ensure excellent pastoral care of the day and boarding students on camp, including health and safety, safeguarding and discipline.
- Follow all boarding procedures correctly, for example: singing in and out, mealtime, bedtime, medications and night-time procedures.
- Collaborate with the Head of Boarding and other staff during the camp.
- Attend weekend activities when required.
- Take part and assist planning of the evening activities schedule.
- Be on call if there is an incident, fire, intruder or any other emergency.
- Be responsible for pocket money collection and distribution.
- Responsible for first aid and health issues for all campers, alongside Camp Director and Head of Boarding.
- Ensure all documentation and medical items are collected ready for arrival / departure.

This role is residential, requiring at least 5 nights a week overnight duty in the boarding house over a 6-day working week.

This role could be boarding only with all associated duties or could be held alongside one of the part time teaching assistant roles.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, commensurate with training and experience.

The job 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 Safeguarding Policy (including Child Protection Procedures) at all times.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Skills and previous experience	<ul style="list-style-type: none"> • Experience in boarding • Ability to ensure students' physical and mental well-being • Understanding of camp ethos to ensure the best experience for each individual camper 	<ul style="list-style-type: none"> • Experience of curriculum-based teaching; • Experience of coaching or teaching sports and/or extra-curricular activities; •
Qualifications and Accreditations	<ul style="list-style-type: none"> • Teaching and or coaching leadership qualifications. 	<ul style="list-style-type: none"> • Boarding Qualifications and/or relevant boarding experience.
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills in order to work with students, colleagues and parents. • Good team spirit with an ability to work well with colleagues. • Excellent organisation skills and ability to prioritise; • Active and fit with the ability to take part in afternoon, recreational and arranged sports and outdoor activities • Patient, enthusiastic, self-controlled, and dependable. 	
Hours / Duties	<ul style="list-style-type: none"> • Minimum 40 hours per week • Residential • One full day off per week • To include evening and some weekend work 	<ul style="list-style-type: none"> • Some part time teaching assistant support work in one of the camp areas: • Languages • Multi-Activity • Adventure • Performing Arts