



GORDONSTOUN

# INTERNATIONAL SUMMER SCHOOL

## Staff Assistants (All Departments)

**Reports to:** Relevant Head of Department/Houseparent

**Role Context:** GISS was founded in 1976 and is widely recognised as offering one of the world's most prestigious summer programmes. 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year.

**Job Purpose:** Staff Assistants are often university students studying a related subject. Staff Assistants have a role within the department they are working in and in their boarding house. They are also required to assist with general supervision across the programme. In their department they report to their Head of Department, and in the Boarding House they report to the Houseparent. Staff Assistants support students to achieve their full potential and enjoy all that the programme offers, by setting a good example and encouraging them throughout.

We have vacancies in the following departments:

- Operations (planning and logistics)
- Music
- Performing Arts
- Academics
- Design & Technology
- Outdoor Adventure

### Role Details:

- To assist within assigned classes/periods, as per the department rota managed by the Head of Department.
- Ensure that you are adequately briefed for each activity or task, and if not ask for additional information or instruction.
- To work with the team in maintaining good order and discipline amongst students, to safeguard their health and safety and, when appropriate, to check their attendance in the relevant session.
- To assist the group or class to fully integrate with each other, their clan and the Summer School as a whole.
- Promote the sole use of English within each group or class.
- To attend inset and departmental meetings and share successful practices. To be open to feedback and adjust approach as a result.
- To familiarise yourself with Health & Safety policies and procedures, including risk assessments and safe methods of work specific to your department.

- Support the Houseparent to deliver excellent pastoral care of the students when they are in their boarding houses; interacting with the students, caring for them and spending time getting to know them.
- Be a role model for the Student Leaders and Students by demonstrating good self-discipline, patience and tolerance.
- To pass on any concerns you may have about any students, this may be verbal or in the pastoral system.

All Staff Assistants will also be required to help with other recreational activities or duties when not on timetable within their departments, or on duty within their Boarding House. This may include escorting buses to and from airports, driving a minibus (if licensed), accompanying a trip or supervising a disco, for instance.

### Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Safeguarding, Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other task as required from time to time in order to support the Summer School.

### PERSON SPECIFICATION:

| Attributes                          | Essential   | Desirable   |
|-------------------------------------|---|---|
| <b>Education and qualifications</b> |   | <ul style="list-style-type: none"> <li>• Recognised First Aid qualification</li> <li>• A full, clean driving licence</li> </ul> |
| <b>Skills and Experience</b>        | <ul style="list-style-type: none"> <li>• High level of computer literacy</li> <li>• Experience of working as part of a team</li> <li>• Strong and tested organisational and communication skills</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience in an educational/boarding/summer school environment</li> </ul>             |
| <b>Personal qualities</b>           | <ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of audiences</li> <li>• Someone who creates a positive and cooperative working environment.</li> <li>• Flexible with a can-do attitude to manage a high volume of work</li> <li>• Enthusiastic, diplomatic and calm under pressure</li> <li>• Tolerance, understanding and kindness</li> </ul> |   |

|                     |   |  |
|---------------------|---|--|
|                     | <ul style="list-style-type: none"><li>• Knowledge of issues affecting student outcomes</li></ul>  |  |
| <b>Safeguarding</b> | <p>A full PVG (protecting vulnerable groups) check will be completed on the successful candidate</p> <p>For those working outside the UK, a police check will be required from that country</p> |  |