



## Job Description

<b>Job Title:</b>	<b>Pupil Support Assistant (Residential)</b>
<b>Department:</b>	<b>Summer School</b>
<b>Responsible to:</b>	<b>Pupil Services Manager</b>
<b>Last reviewed:</b>	<b>November 2024</b>

### Job Outline

In 2022 Haileybury delivered its first International Summer School and we are building on this success in 2025. The programme has an academic focus and it is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and some exciting excursions.

You will support staff in all aspects of the Summer School delivery, especially the pastoral and activity teams. You will also support and engage with students during activities, House time, excursions and free time, to ensure that they have a safe, fun learning experience, and that they feel confident when using English.

The nature of a 24hr a day, 7 days per week Summer School requires staff to work flexibly. The work is intense, days are long, and whether on or off duty, staff are expected to put the needs of the students and the reputation of the school first. However, it is extremely rewarding and enables staff to develop their knowledge and skills in a vibrant, energetic workplace. You will work a 6-day week and be asked to sign a 48-hour waiver.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Support with the planning and delivery of activities and excursions, ensuring that health and safety policies are strictly adhered to.
- Support the Senior Management Team with administration as required.
- Support House Parents to ensure that boarding houses are welcoming, safe places and that students follow rules.
- Support the Pupil Services Manager with pastoral duties.
- Support the Activity Manager and Activity Leaders when required.
- Assist with airports transfers on arrival and departure days.

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- Guide students through the programme and help them to understand what is required of them and what they can expect from us.
- Assist in project classes and focus activities to help students to develop and explore new study skills.
- Offer support, company and engage with students at all times throughout the day, keeping an eye out for any student who may be shy or lonely, in order to foster a friendly, inclusive environment.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Pupil Support Assistant  
Person Specification**

	Essential	Desirable
<b>Qualifications</b>		
Completed 6 <sup>th</sup> Form	✓	
Duke of Edinburgh Award		✓
Recognised First Aid qualification		✓
<b>Knowledge, Skills and Experience</b>		
Must be over 18 by the time employment starts	✓	
Have experience of pupil life at a British School	✓	
Ability to support various sports, crafts and performing art activities	✓	
High level of computer literacy, particularly Outlook, Google, Word, Excel and PowerPoint	✓	
Good literacy and numeracy skills	✓	
Excellent customer service skills	✓	
<b>Personal Attributes</b>		
Ability to maintain professional boundaries with students who may be close to you in age	✓	
Highly articulate and confident	✓	
Ability to communicate effectively with people at all levels in an organisation	✓	
Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
Well organised with the ability to prioritise work to deadlines and under pressure	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Ability to work in a team and individually, using own initiative	✓	
Willingness to work flexibly when required	✓	
Confident, self-motivated and proactive	✓	
Honest, polite, reliable, resourceful, punctual and committed	✓	