



THE ROLE OF THE GRADUATE ASSISTANTS

This year, there will be two female Graduate Assistants and two male Graduate Assistants.

The Deputy Head Pastoral has specific responsibility for the management of the Graduate Assistants, though their day-to-day programme is supervised by the Director of Sport and by the Resident Senior Housemaster/Housemistress.

Each Graduate Assistant works in different areas of the school, depending on where their specific strengths and interests lie. As soon as possible after their arrival a timetable is drawn up for each Graduate Assistant by the Deputy Head Pastoral, in consultation with the Director of Sport.

The following job description outlines the general duties that Graduate Assistants are expected to complete:

- to participate in the extra-curricular programme by supervising activities at lunchtime and after school and at weekends (including the running of school sports teams);
- to provide classroom assistance to teaching staff;
- to fulfil boarding duties as follows:-
 - four evening duties (6.10pm – 10.00pm) per fortnight during term time (some of these evening duties may include an overnight stay in a duty room in house);
 - nine weekends (Saturday 8.30am – Monday 8.00am) on duty during the year;
- to assist with the evening / weekend activities programme in boarding, and to accompany boarders' trips during weekday evenings and at weekends as required when on duty;
- to attend boarding staff meetings as appropriate;
- to make a full and active contribution to the Ratcliffe Boarding Community;
- to assist with morning gate duty in the Preparatory School, Year 7 morning duty and cover Senior School Prep when there is a Senior School Parent Teacher meeting or a whole school staff meeting, as directed by the Deputy Head Pastoral;
- to undertake any other reasonable duties requested by the Deputy Head Pastoral/Senior Deputy Head.

RESPONSIBILITIES OF STAFF WITH RESPECT TO BOARDERS

About 20% of the senior school students at Ratcliffe College are boarders. Each boarder is allocated to a Form Tutor and a Head of Year, together with day students. For routine matters, as outlined above, the Form Tutor and Head of Year should treat boarders and day students in exactly the same way.

However, if a matter merits contact with parents then the relevant Resident Senior Housemaster/Housemistress must first be informed because they act ‘*in loco parentis*’. It is most likely that a parent of a boarding student will expect to be contacted by the **Resident Senior** Housemaster/Housemistress in such cases and it may well be that he/she is the best person to make contact. Likewise, any parent who has a concern will probably contact the **Resident Senior** Housemaster/Housemistress in the first instance, and therefore any relevant information that the **Resident Senior** Housemaster/Housemistress has received about a boarding student must be passed to the appropriate Form Tutor and Head of Year.

It is not possible to give an exact rule about whom to contact, and when, with regard to boarders but **the key to successful pastoral care is clear and regular communication between Form Tutors, Heads of Year and Resident Senior Housemaster/Housemistress.**

It is the responsibility of Form Tutors and Heads of Year to ensure that they are fully aware of which students in their care are boarders and which are day students. Communication needs to be regular and well informed between all pastoral staff to ensure that students, parents and staff receive a consistent message about the progress that all students are making, but it is particularly important when dealing with boarding students.