



THE ROLE OF THE GRADUATE ASSISTANTS

This year, there will be three 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, Director of Music 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 co-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 duties as follows:-
 - two evenings and overnight duties per week (6.10pm – 8.30am) during term time
 - a maximum of one weekend in two during term times
- to assist with the evening / weekend activities programme, 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 Prep duty in the Preparatory School as directed by the Deputy Head of the Preparatory School;
- to assist with morning gate duty, Year 7 morning duty and cover Senior School Prep when there is a Senior School Parent Teacher meeting as directed by the Senior Deputy Head;
- to undertake any other reasonable duties requested by the Senior Deputy Head/Assistant Head.