St David's College

— Est. 1965 —

**Job Description – Residential Assistant x2 and/or Sport Graduate – Strength and Conditioning**

The duties outlined in this job description are in addition to those specified in the Residential Assistant's contract. They are not meant to be exhaustive, and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

This job description may be modified by the Headmaster, with your agreement, to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

**Responsible for:** Assisting the House Parent and deputising in their absence as stipulated in the Contract of Employment.

**Responsible to:** Housemaster

**Aim of post:** To manage efficiently the organisation of the house and to provide for the safety, good discipline and pastoral wellbeing of all pupils in the house.

**All members of the Staff agree to:**

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

**Key Tasks and Responsibilities:**

- To adhere to the terms of the Residency Agreement.
- To be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the house and to ensure that, in looking after the pupils in his/her care, he/she complies with the principles and procedures of the Children Act and related regulatory guidance as and when it is published
- To aid the residential pupils in their day to day lives as in *loco parentis*, including tasks such as wake up, dorm call, prep support, house security (lock-up), etc.

- To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- To ensure the safety and security (including emotional) of all pupils at all times when they are in the school's charge including, where appropriate, meal times, weekends, and on expeditions and outings.
- To liaise with the Medical Centre to ensure that pupils' medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.
- To ensure that pupils' belongings are stored securely and tidily and ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
- To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate.
- To be aware of the academic strengths and weaknesses of the pupils.
- To liaise with form tutors and HOY to ensure that relevant background circumstances of pupils are known and discussed.
- To use every opportunity to cultivate contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct; to provide such reports and references as may reasonably be required.
- To counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to inform the Housemaster if any referrals to outside agencies are required; to fulfil the requirements of the school's policy on child protection.
- To support the school's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the house and school; to inform the Deputy Head or Head in any cases of severe bullying, substance misuse or sexual misconduct.
- To recognise the uniqueness of each pupil and the right each has to be treated as an individual. To ensure that each individual has sufficient space and opportunity to develop in their own way, in their own time and not to feel inhibited.
- The Residential Assistant is expected to support the Housemaster in maintaining all of the required documentation (House handbooks etc) in good order and ensure that health and safety procedures complied with.
- To drive the School minibus.
- To perform other key tasks which the Head or Housemaster may reasonably assign.

**Working Day**

**Responsible For:** Assisting the teachers and management in the smooth running of the school.

**Key Tasks and Responsibilities:**

- To assist individual pupils in lessons.
- To help staff run activities.
- To escort the Group Travel to London at the end of term.
- To assist the Outdoor Education department, including occasional trips and expeditions.
- To assist the medical centre in escorting pupils to medical appointments.

## Additional requirements for Sport Graduate/ Strength and Conditioning:

**Key Responsibilities:**

**Strength & Conditioning Program Delivery**

- Design and lead structured physical activity and fitness programs tailored for secondary school students, including those with ADHD/ADD.
- Deliver sessions during key boarding times (e.g., before school, lunch, evenings).
- Plan inclusive programming, including female-only sessions, that support emotional resilience, self-regulation, and personal confidence.
- Monitor individual student progress and adapt programming as needed.
- Promote healthy lifestyle habits, recovery, and injury prevention.

**Boarding House Support**

- Serve as a residential staff member within the boarding house, contributing to supervision and support routines.
- Promote a culture of routine, well-being, and responsibility in line with boarding standards.
- Support evening and weekend activities to ensure structured engagement and positive behaviour outside academic hours.
- Build positive relationships with boarders, acting as a role model and trusted adult.

**Safeguarding and Well-being**

- Work closely with the pastoral and safeguarding teams to identify and support students in need of structured activity interventions.
- Maintain professional boundaries and adhere to safeguarding protocols.
- Promote mental and physical health through positive routines and supervised engagement.

**Collaboration and Reporting**

- Collaborate with academic, pastoral, and SEN departments to tailor support strategies for individual students.

- Participate in regular meetings to review student well-being and program outcomes.
- Maintain accurate records of participation, progress, and behaviour improvements.

**Person Specification:**

**Essential:**

- A relevant undergraduate degree (e.g., Sport and Exercise Science, Strength and Conditioning, Physical Education).
- Experience working with young people in an educational, coaching, or residential setting.
- Strong understanding of the benefits of physical activity for mental health, behaviour, and learning.
- Excellent interpersonal skills and ability to engage students positively.
- Commitment to safeguarding and promoting the welfare of children.

**Desirable:**

- Specific knowledge or experience in supporting students with ADHD/ADD.
- First Aid certification.
- Experience in boarding school or residential environments.
- UKSCA or other professional strength and conditioning certification (or working toward).

**Living and Working Conditions:**

- Accommodation provided within the boarding house.
- Meals during term time.
- Involvement in evening and weekend boarding duties as part of rota.

**The successful applicant will be able to integrate within a department of their choice by day, gaining experience and possible qualifications during their time.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.