



PORT·REGIS

Graduate Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

This is an exciting opportunity for an inspirational and passionate graduate to join our team as a Graduate Assistant.

As a Graduate Assistant you would assist with all aspects of the school, including sports coaching, supporting in a wide range of lessons, assisting in the boarding houses and carry out wider duties within the school. You may also accompany groups on educational day or residential trips and contribute to and experience all aspects of the boarding school environment. For those seeking to learn more about working in education or within the sports sector, the role provides an excellent opportunity to utilise and develop existing knowledge and coaching skills. We are keen to hear from those with particular interests in Sport and those who are keen to get involved with a school community and to develop confidence working alongside an experienced team of educators.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Membership of the school's staff Life Assurance scheme x 3 annual salary
- Free onsite full board accommodation
- Professional Development Support and Opportunities
- Free car parking
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- A beautiful setting in which to work
- To join a delightful team and exceptional working environment.

Start Date

01 September 2025

Job Description

Reports to: Head of Boarding

Particular Tasks & Responsibilities:

- Assist the PE / Games staff in the weekly sports department programme with their activities (as appropriate). This is to include matches and games sessions.
- Support the Boarding House staff in creating a warm and friendly atmosphere and fostering a happy community spirit, especially for pupils new to the school.
- Participate in the evening and overnight duty rota under the direction of the senior member of staff on duty. Duties will include supervising prep, helping with bedtimes and providing overnight staff cover in the Boarding House.
- Support the extra-curricular programme in Music, Drama, Art and the general activities programme.
- Participate in the weekend duty rota under the direction of the house staff. Duties will include organising and actively engaging in games and activities.
- Accompany staff on excursions and activities as required.
- Provide lesson cover, under the direction and supervision of the senior member of staff responsible for cover.
- Supervise pupils during break times and assist with classwork on a 1:1 or small group basis.
- Work with pupils during prep (homework) sessions to ensure they are working on task and supporting their needs.
- Attend staff meetings and training as required.
- Participate in supporting the running of the exeat weekends (for which the school stays open for a small number of children) of which there are currently six per annum
- Any other duties commensurate with the role and in keeping with a residential role within a boarding

Safeguarding school.

- *General* All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding and child protection policies and procedures.

- The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAMCompliant.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard including carrying out and implementing risk assessments as required.

- Adhere to the school's training requirements.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Be a recent graduate.
- Enthusiastic about the education of young people.
- Ability to use own initiative and act as a good role model.
- Have a passion for sports coaching for all age and ability groups and/or interest in extracurricular activities.
- Have a caring and sensitive approach to the needs of all pupils.
- Cheerful and willing with a flexible and 'can do' attitude.
- Ability to carry out instructions reliably and efficiently.
- Demonstrable leadership skills.
- Ability to work individually and as part of a team.
- Exceptional verbal and written communication skills
- IT proficient, with experience of MS Office
- The ability to work under pressure
- Strong team player who can develop effective working relationships
- Diplomacy and integrity
- Patience and a sense of humour
- Flexible and calm under pressure

Desired

- Boarding experience
- Sports experience

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to Clair Beaty-Pownall at peopleteam@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 12.00 on 6th June 2025**. Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Code of Conduct Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Safeguarding

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.