



FARLEIGH

**Residential Graduate Assistant
Candidate Information Pack
Required for September 2025
12 month fixed term contract**



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Residential Graduate Assistant at Farleigh School.

Farleigh has grown over the last decade into a school of which we are very proud, with over 420 boys and girls, aged 3 to 13. It is a wonderful environment in which to work with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Residential Graduate Assistant.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Graduate Assistant

Are you considering a career working with children and young people in education, sports or social care? We are seeking a small team of Graduate Assistants with energy, drive and enthusiasm, to join our thriving prep school.

We are a busy school community which provides a first-class education for our pupils in a beautiful setting in rural Hampshire, underpinned by a Catholic foundation and ethos. We strive for excellence in all academic, cultural and sporting pursuits, giving every child the confidence to discover where their gifts lie and to develop their talents.

These roles are broad and exciting, and they offer the opportunity to develop experience in a number of ways in a positive and inspiring environment.

So, what would I be doing? You would assist with all aspects of the school, including, but not limited to sports coaching; support a wide range of lessons; assist in the boarding houses and carry out wider duties within the school. You may also accompany groups on educational days 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 Marketing and those who are keen to get involved with a school community and to develop confidence working alongside an experienced team of educators.

Job Description: Residential Graduate Assistant

Responsible to: Deputy Head (Organisation & Pastoral Oversight) and GAP and Graduate Co-ordinator.

Purpose of the job: Support and contribute positively to all aspects of the boarding school environment and pupil experience.

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.
- Chaperoning the children at the beginning and end of holidays on rotation.
- Provide lesson cover, under the direction and supervision of the Senior member of staff responsible for cover.
- Some involvement in the Pre-Prep may be required.
- 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.
- Assist the relevant staff with the drop off, collection and sorting of boarders' laundry.
- Supporting the Marketing department with appropriate tasks at the direction of the Director of Communications and Marketing or the Marketing Manager.
- Any other duties commensurate with the role and in keeping with a residential role within a boarding school.

Person Specification:

- 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 extra-curricular 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.
- Excellent verbal and written communication skills.
- Demonstrable leadership skills.
- Ability to work individually and as part of a team.
- IT literate and good administration skills.
- Able to give attention to detail.
- As a Catholic school, there is an expectation that staff uphold the values and ethos of the school. Being a practising catholic is not a pre-requisite but would be welcomed.

Desirable, but not essential:

- Boarding experience
- Sports experience to include netball, hockey and cricket

Review:

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary inclusive of 5.6 weeks paid holiday entitlement
- Membership of the school's pension scheme
- Membership of the school's support staff Life Assurance scheme x 3 annual salary
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free onsite full board accommodation
- Professional Development Support and Opportunities
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social event

To apply for this position, please complete the academic staff application form and return to Deborah Jones, the HR Advisor at hr@farleighschool.com. Interviews will be held in June 2025 and we will accept applications until all positions have been filled.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.