



SEDBERGH
SCHOOL

FOUNDED 1525

JOB DESCRIPTION

RESIDENT TUTOR

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the School has a responsibility to:

- **Protect children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Designated Safeguarding Lead**
- **Attend annual in-service training provided by the School**

General

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately nine miles away at Casterton.

Organisation

Mr D J Harrison MA (Cantab) is the Headmaster of Sedbergh Senior School. Mr W R Newman BA (Ed) MA is Headmaster of Sedbergh Prep School.

The Chief Operating Officer (COO), Mr P S Marshall, is responsible to the Principal and Governors for the management of all the administration and support staff. The COO has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited.

Duties and Responsibilities

- Resident tutors are expected to live in their boarding House throughout term time and be available to support HSMs at evenings and weekends. There may be many situations where residents are required to be offsite for personal or professional reasons, but all such incidents

must be cleared with HSMs well in advance. **NB.** Female residents are expected to be in Houses before alarms are set at 11pm. Any exceptions to this should first be agreed with Housemistresses.

- Residents are expected to eat with the pupils at all meal times and help supervise the pupils at the direction of the HSM.
- Residents can expect to do up to two formal duty nights a week but also be available throughout the week to help supervise, entertain and care for the pupils.
- Resident tutors are in a unique position to influence the mood of a House and boarders frequently refer to conversations with or activities run by Residents being central to their enjoyment of House life. The best resident tutors demonstrate initiative throughout the week organising impromptu events that help make boarding at Sedbergh quite so special. Pool competitions, yardy, swim/gym sessions, poker nights and pizza deliveries are but a few examples of popular events routinely organised by resident tutors.
- Resident tutors should expect to be available to support HSMs every Saturday night in term time.
- Residents should expect to be available to cover for absent colleagues and to support HSMs in any emergency situations.

Person Specification

Essential Qualifications

- Educated to degree level.

Essential Characteristics

- Strong interpersonal skills coupled with a genuine interest in a career in teaching and a passion for education;
- Personable, enthusiastic team player;
- Sustained energy and a sense of humour;
- The ability to relate to and empathise with children and young people;
- A sense of authority: firm but fair;
- Excellent administrative, organisational and ICT abilities;
- A proactive approach to engaging with young people is essential;
- A willingness to share expertise.

Health and Safety

Resident Tutors must be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

Responsible to

Resident Tutors will report to the Deputy Head. However, a close working relationship with Housemasters/housemistresses and other boarding staff is essential.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672