



GRADUATE TUTOR JOB DESCRIPTION

Our mission is to develop happy, confident and successful children who are well prepared for their future.

INTRODUCTION TO WESTBROOK HAY

Founded in 1892, Westbrook Hay is a thriving co-educational independent Prep school with 360 pupils from 3-13 years who enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed. There is a strong ethos to be a welcoming, all-inclusive family community that provides the best for, and expects the best from everyone. The school has recently been rated 'Excellent' by ISI and has grown to near capacity, waiting lists are in operation in most year groups.

It is a place that inspires much devotion from those who know its ethos and it continues to have an important place in today's independent sector. It is a school which is clear about its focus on the individual, which places real importance on the value of strong pastoral care and its academic performance. Westbrook Hay is a place where pupils become confident and assured young people.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley, an environment within which children explore and enjoy all that childhood has to offer.

The teaching and learning facilities are excellent. For example, the school has a purpose-built Pre-Prep. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a science laboratory, DT workshop, sports hall, swimming pool, ICT suite and an art studio.

GENERAL

The purpose of this job description is to outline the main responsibilities of a Graduate Tutor. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Graduate Tutor is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Graduate Tutor will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Graduate Tutor becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Headmaster.

Graduate Tutors are responsible to the Prep School Deputy Head, although day to day tasks will be set by teaching staff, with whom Graduate Tutors are expected to work closely.

A Graduate Tutor is expected to be:

Personal Qualities

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's School Values (Courage, Independence, Integrity, Reflective Learner, Responsibility and Togetherness) and its vision, mission and ethos;
- A lover of learning who is always willing to learn themselves;
- Empathetic to the plight/work of others;
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community.

Professional Qualities

- Committed to putting our children first;
- A supporter of the Westbrook Way Charter;
- Courteous, discrete, professional and respectful to all, at all times;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Organised and able to meet deadlines;
- An excellent communicator with children, colleagues and parents;
- Able to work effectively in a team and independently;
- Confident, articulate and eager to offer ideas;
- Hardworking, positive and enthusiastic.

Graduate Tutor Responsibilities

- Assist staff in the effective running of lessons and the school day;
- Attend and contribute towards all relevant staff meetings and inset days;
- Attend Speech Day, Open Mornings and other relevant whole school events;
- Contribute to the breakfast, Westbrook+ and after school provision;
- Contribute towards a safe and stimulating learning environment;
- Enthusiasm for co-curricular activities, whether drama, music or sport
- Hear children read and record their progress;
- Help to maintain tidy classroom environments and to prepare resources for lessons;
- Help to display children's work and prepare teaching displays;
- Meet the health and safety and safeguarding requirements of the school at all times;
- Participate in co-curricular school activities including clubs, day and residential trips;
- Provide teaching cover as required throughout the school;
- Undertake all duties which reasonably fall within the purpose of the role and which may be allocated by the Deputy Head, staff and departments