

GRADUATE TUTOR JOB DESCRIPTION

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

INTRODUCTION

Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures: Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed. The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs.

Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all: The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos. We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

HISTORY

Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM building for Seniors. 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, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all through school to 16.

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 Head.

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

KEY RESPONSIBILITIES

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 any reasonable additional task in respect of the needs of the school at the request of the Head or Senior Deputy Head

No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.