



# Job Description and Person Specification

<p><b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<b>Job Title:</b>	Resident Graduate Assistant (Intern) – Cantonese and Mandarin speaking
<b>Summary of the role:</b>	<p>To assist and facilitate communication between international student and parents and fulfil various other duties including boarding.</p> <ul style="list-style-type: none"> <li>• Fluency in Mandarin and Cantonese is essential for this role</li> <li>• Applicants must be eligible to apply for the Tier 5 Youth Mobility visa scheme (for HKSAR or BNO passport holders) or have the right to work in the UK</li> </ul>
<b>Line management responsibility for:</b>	n/a
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul> <p>Each intern will be required to work up to 40 hours each week in the areas outlined below.</p> <ul style="list-style-type: none"> <li>• <b>Teaching:</b> support Mandarin/ Cantonese speaking students who may need extra language support in class. Attendance at the staff briefing and assemblies is compulsory, unless it is a day off.</li> <li>• <b>Pastoral:</b> Facilitating communications between the school and international parents. Including translating emails from teaching staff to Chinese/ Hong Kong parents</li> <li>• <b>Marketing:</b> Setting up and managing social media account (Wechat) with marketing team, including a weekly translated summary of the school’s weekly newsletter. Communicating with parents via Wechat and liaising with teaching and boarding staff to give the appropriate response.</li> <li>• <b>International Development:</b> Assist and support with research tasks, administrative task and communications.</li> <li>• <b>Boarding:</b> each Intern may be responsible for some wake-up, lunch and evening duties each week. At weekends there may be a significant commitment required including being on duty for a substantial period and accompanying</li> </ul>



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	<p>weekend expeditions and excursions. These duties will total 10 hours per week. Attendance at the House staff meeting is compulsory, unless it is a day off. As a resident member of staff there will be an expectation to live on site during term time and to fulfil the role of an adult presence in a boarding house or annex.</p> <ul style="list-style-type: none"><li>• <b>Miscellaneous:</b> any other reasonable requests made by the Deputy Head or Head of Department</li><li>• <b>Day off:</b> each intern will be given one full day off each week.</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>• n/a</li></ul>

You may also be required to undertake such other comparable duties as the Deputy Head requires from time to time.



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<b>Person Specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Degree or equivalent experience in subject area (this may be in progress)</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Full driving licence</li> <li>• Coaching qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Working with children in an educational setting.</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Working on summer camps or community projects involving children.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Skills</b></p>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• IT literate</li> <li>• Organised</li> <li>• Self-motivated</li> <li>• Cantonese</li> <li>• Mandarin</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Subject knowledge in area applied for</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Confident</li> <li>• Articulate</li> <li>• Responsive</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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