



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

GRADUATE ASSISTANT WITH BOARDING

01432 363500 | HEREFORDCS.COM



HEADMASTER'S WELCOME



Hereford Cathedral School is a place where both staff and pupils alike are happy, purposeful, and fulfilled. Situated in the beautiful Cathedral Close, we seek to live out our Christian values, which include kindness, compassion and care for one another. We believe in holistic education where impressive academic outcomes are supported by artistic, sporting and cultural achievements, individualised pastoral care, and an emphasis on character education.

I believe that there has never been a more exciting time to join HCS. While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision which values continuous professional development, a culture of collaboration, reflective practice, and where colleagues are nurtured, supported and encouraged in their careers.

I look forward to meeting you and hope that you will want to join our wonderful community.

*Yours ever,
Michael*

DR MICHAEL GRAY

Headmaster

AIMS, ETHOS & VISION

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote virtuous character and Christian values;
- To provide an environment in which pupils feel valued and learn to work collaboratively;
- To provide a balanced, innovative and challenging curriculum with a wide range of extra-curricular opportunities;
- To encourage pupils to achieve their academic potential and to foster a culture in which teaching and learning of high quality are given central priority;
- To ensure the highest quality of pastoral care, support and guidance; and
- To equip all pupils to thrive in a rapidly changing world.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We believe that the best education is a partnership between school and family; we place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the School and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain attributes, dispositions and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.





A B R I E F H I S T O R Y

Hereford Cathedral School is the fifth oldest school in the UK and is thought to have been founded as a song school attached to Hereford Cathedral in the Seventh Century. The first written reference of the School dates back to Bishop Gilbert's letter of 26 December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also rich in history and was founded in 1898, moving to its current location in 1925.

THE QUALITY OF THE PUPILS' PERSONAL DEVELOPMENT IS EXCELLENT. PUPILS SHOW EXCELLENT LEVELS OF SELF-UNDERSTANDING AND SPIRITUALITY FOR THEIR AGE...AND MAKE AN EXCELLENT CONTRIBUTION TO THE SCHOOL, THE LOCAL COMMUNITY, AND THE WIDER WORLD.

ISI INTEGRATED INSPECTION REPORT 2020



LIFE AT THE SCHOOL

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. We seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to and supportive of our Christian ethos, although we welcome and value those of other faiths, too.



BOARDING AT HEREFORD CATHEDRAL SCHOOL

Pupils boarding at Hereford Cathedral School enjoy being part of a boarding house with a warm, family atmosphere where we ensure they feel safe and well looked after throughout their time with us.

Boarding at Hereford Cathedral School Wilmot House (WH) is the boarding facility for Hereford Cathedral School, opened in April 2019. The boarding house is predominantly for International Students and can currently accommodate up to 32 pupils. Wilmot House is a coeducational house taking pupils from Year 9 upwards and is located in How Caple amongst the beautiful Herefordshire countryside, a twenty minute drive from the main school site.

Our exceptional pastoral care ensures a home-from-home experience for our students. Boarding house pupils are cared for by our experienced and dedicated Housemistress, Resident Tutor and Residential Boarding Assistants.

Bedrooms

Bedrooms are a mixture of single, twin and quad rooms, all with en-suite facilities. Pupils can enjoy adding their own personal touches to make sure they feel at home.



Catering

Our oak-panelled dining room provides a homely setting for communal meals. Pupils eat lunch in the School Dining Hall or Sixth Form Café during the week, and return to the boarding house to enjoy dinner with their friends. Separate boys' and girls' kitchen areas are available for pupils to make their own snacks.

Excursions

Wilmot House students attend lessons and activities alongside the day pupils at the main school site from Monday to Friday. On weekday evenings and on Saturdays Wilmot House boarders play sport at local clubs in Ross-On-Wye and Ledbury. At the weekends the boarders participate in the Saturday co-curricular activities run by the school and also enjoy a variety of Sunday trips organised by the boarding house staff. These trips have included visits to the theatre, city trips, tourist attractions such as The Big Pit and The Worcester Commandery and activities including go-karting, zorbing and kayaking.





A BEAUTIFUL CITY, CULTURE AND A TASTE OF TRANQUIL COUNTRYSIDE

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond – with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside – affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

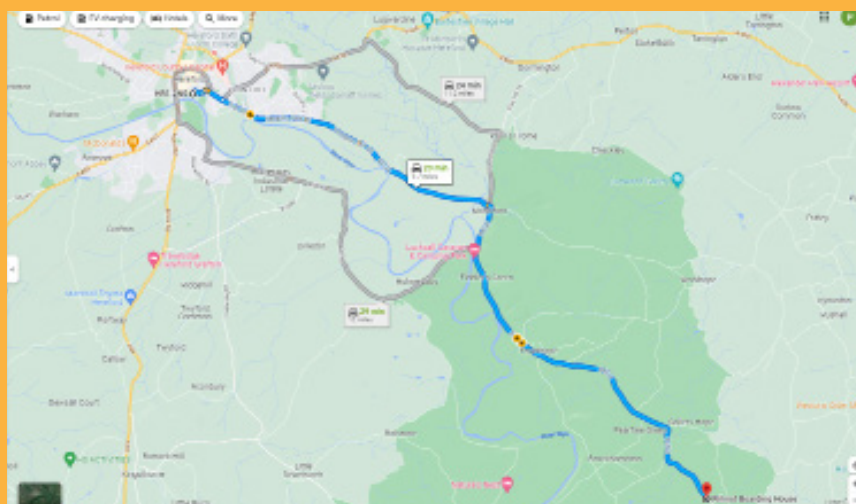
Hereford itself also offers a wide range of independent eateries, great places to eat and drink; an Odeon cinema and a great shopping centre. Commuting is easy with good transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The Cathedral and School play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

Find out more about what Herefordshire has to offer on the [Visit Herefordshire website](#).

LOCATION

WILMOT HOUSE
IS 9.5 MILES
SOUTH EAST OF
HEREFORD AND A
20 MINUTE DRIVE
TO SCHOOL



J O B D E S C R I P T I O N : G R A D U A T E A S S I S T A N T W I T H B O A R D I N G

Post title: Graduate Assistant with Boarding

Location: Herefordshire (based at Wilmot House & Hereford Cathedral School)

Salary: Competitive

Hours/weeks: Full-time (including half terms & some Bank Holidays)

Contract: Initial 11-months fixed-term (with potential 1-year extension)

Start date: September 2025

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster:

O P P O R T U N I T Y

Hereford Cathedral School is providing a fantastic opportunity for graduates of any discipline to join our organisation. Our graduate programme provides outstanding experience and professional development, and would be particularly valuable for someone considering a career in teaching.

The successful candidate will be highly motivated and fully prepared to undertake the demands of working in one of the UK’s leading independent co-educational day and boarding schools.

O U R O F F E R

- Valuable, on the job training, work experience and professional development
- Free accommodation and all meals provided in term time
- Academic and pastoral support, providing help and guidance
- Competitive salary
- Potential to undertake a PGCE in Year 2 if contract extended
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings

R E P O R T I N G L I N E S

The post holder reports to the Boarding Houseparent

CONTINUED OVERLEAF



CLICK HERE TO VIEW HEREFORD CATHEDRAL
SCHOOL’S YOUTUBE CHANNEL

THE ROLE: GRADUATE BOARDING ASSISTANT

SEPTEMBER 2025

Job Purpose:

- To support an atmosphere in which all pupils feel welcomed, happy, well-cared for and nurtured
- To assist the Boarding Houseparent in the staffing, organisation and resources of the house
- To provide for the safety, good discipline and pastoral wellbeing of all pupils in the house
- To ensure that the National Minimum Standards for Boarding Schools are maintained at all times by following the guidance stated in the "Wilmot House Boarding Handbook for Staff"

General House Responsibilities:

- To help support the academic progress of each student within the boarding house
- To help establish a community spirit within the house based on mutual respect and understanding

Pastoral House Responsibilities:

- To encourage the development of friendships
- To encourage an awareness and appreciation of the needs and value of others through service and celebration
- To provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- To nurture a family atmosphere where students may feel free to approach house staff to talk through any concerns
- Ensure compliance with the School's Safeguarding and Child Protection Policy at all times
- Report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead

Co-curricular House Responsibilities:

- To support the Houseparent to coordinate a variety of activities during evenings and at weekends
- Assist or lead trips, usually already arranged by the Houseparent
- To promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development

THE ROLE: GRADUATE BOARDING ASSISTANT

SEPTEMBER 2025

Lifestyle House Responsibilities:

- To encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- To encourage students to establish healthy eating patterns and to take responsibility for their own health in conjunction with the School Nurse
- To dine with the students and help them to develop good dinner table etiquette
- To help with the bedtime routine in the boarding house; this includes room checks, hygiene monitoring and electronic device collection

Dependent upon area of expertise and/or subject specialism the Graduate Assistant may be required:

Teaching:

- To support an academic department and its staff
- Assist the planning and delivery of lessons throughout the year for pupils of all ages and abilities
- To assist with the teaching and coaching of Physical Education and Games
- To help ensure that students are taught according to their individual needs and abilities ensuring that pupils develop at their own pace
- To adopt an approach that engenders enthusiasm and raises the aspirations of all students

Some classroom teaching may be offered if appropriate, depending on the subject and experience of the person appointed.

Extra-curricular Responsibilities:

- Coach, officiate and manage teams beyond normal school hours including weekends and some evenings throughout the year
- To participate in the school extensive co-curricular and extra-curricular programmes (eg subject-based clubs, sport, outdoor education, music, drama and outreach), as agreed with the Deputy Head (Staff)

SCHOOL ROLE: GRADUATE BOARDING ASSISTANT

SEPTEMBER 2025

Administrative Duties:

- To undertake appropriate administrative duties to support the operational needs of a specific department or wider school

General Responsibilities:

- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually

Pastoral Responsibilities:

- To provide support to form tutors
- To attend year and whole school assemblies
- Liaise with Medical, Academic Support and any other professionals as and when necessary

Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the Graduate Assistant as the role will be developed around the skills and experiences of the successful candidate.

SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH AND SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (eg becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Wilmot House opened in 2019 and provides a wonderful home for our boarders



PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	An undergraduate degree (2:2 or above)	Coaching Qualifications Other relevant professional qualifications
Experience and knowledge		Experience of working in an educational environment Experience of working with both boys and girls Coaching or representative level playing experience in one of the major team sports - hockey, football, cricket, netball, rowing or rugby Experience of supervising groups of children or young people Boarding experience Understanding and experience of working in inclusive settings
Skills and abilities	Ability to supervise and manage groups of children and young people with confidence A positive attitude towards children and young people including the ability to demonstrate and promote positive values, attitudes and behaviour Build and maintain relationships through effective interpersonal skills Strong organisational and administrative skills Excellent communication skills to inspire, challenge, motivate and empower others Think creatively to anticipate and solve problems Inclusive approach to education Ability to manage own time effectively Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel	Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school Ability to deliver feedback effectively Able to contribute to the School's extra-curricular activities programme Awareness of HR policies and procedures
Aptitude	Naturally demonstrates a 'can do' helpful attitude Work under pressure, maintaining a sense of perspective and humour Reliability and integrity Resilience and tenacity Commitment, honesty and dedication Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils	

P E R S O N S P E C I F I C A T I O N		
	Essential Criteria	Desirable Criteria
Circumstances	<p>Able to work flexibly, earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the School's extra-curricular activities programme</p> <p>Full UK Driving License</p>	Driving License to drive a minibus or willingness to take the test whilst in the role.
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	<p>Understanding of the requirements of Equality and Diversity</p>	

H O W T O A P P L Y

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **10am on 10 May 2025**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.