



General Information for Staff Assistants 2025

1. The dates of the 2025 Courses for students are:

Course No. I: Friday 4th July – Sunday 27th July

Course No. II: Friday 11th July – Sunday 3rd August

GISS can only receive applications from people who are eligible to work in the UK. The date for the return of your application is shown on the covering email containing the link to this form.

3. Arrival & Departure Information:

- a. **Arrival:** Latest arrival time at Gordonstoun is **Tuesday 1st July by 5.00pm (C1) or Tuesday 8th July (C2)**. However, arrival earlier in the afternoon is recommended where possible so you can register, settle in and familiarise yourself with the campus.
- b. **Departure:** At the end of the course you will be free to depart on the Monday after all the tidying up is done, reports written etc The departure date is dependent upon which department you are applying for:
 - Monday 28th July - Art, Technology and Academics.
 - Monday 4th August – Sport, Operations, Clubs, Music, West Coast Adventure, Media, Performing Arts and Outdoor Learning.
- c. Please only apply if you are able to commit to the full course. However, if there is an issue please contact the GISS Office to discuss.
- d. You will be responsible for your own travel arrangements. The nearest train station is Elgin and the nearest airports are Inverness and Aberdeen. We recommend you talk to the GISS office before booking. We will offer a limited collection service from the airports.
- e. If you arrive by private car it can be kept on School grounds, with restricted use during Summer School.

4. Accommodation & General Administration:

- a. All staff will be accommodated in a boarding house on campus (usually in single rooms, not en-suite). West coast adventure staff will live in the adventure centre.
- b. All food will be provided and most accommodation will have washing machines, which are available to be used for your personal laundry. The Healthcare Centre will be available to Staff.
- c. There is a salary scale depending on your age, qualifications and course; this will be discussed at interview.

- d. Copies of timetables will be available for you at the start of the course. Expectations of the role will be further discussed at interview.

5. Department Overview:

You will be required to choose a department in which you wish to work, for further information or enquiries on each department please contact the GISS office.

Students are divided into groups of between 20-32 students. Each clan has a younger (8-11), mid (12-13) and senior (14-16) colour group. For the two weeks they are on campus the groups rotate through the departments according to their "colour group" timetable. Students aged 12+ spend a week on their adventure phase, which is divided into 3 days of sailing and 3 days in an Outward Bound Centre on the West Coast of Scotland. The younger students will have a similar age-appropriate programme closer to campus. Some students aged 12+ will remain on campus at the end of course 2 to attend a golf programme, rather than going away on their adventure phase.

Art: The aim is for students to develop their artistic skills through a variety of projects, including painting, drawing, lino printing, and some craft activities such as weaving.

Design & Technology: In excellent Design & Technology workshops the students will work on a range of different projects in both wood and metal. Supervision is crucial and the staff will work closely with all the students as they create their projects.

Music: The aim is develop each student's interest in music, regardless of their current knowledge and skills. Students will engage with different music styles and use a variety of musical instruments as well as singing so everyone gets involved in some way. There will be a music showcase at the end of each course.

Sports: Sports takes groups for individual sports activities, such as football, tennis, basketball and volleyball and much more! They also run Inter-Clan competitions, swimming and athletics competitions, as well as many other sports and activities.

Academic Classes: Students are placed into small classes for their chosen academic subject, which can be English as an Additional Language (EAL), Literature and Creative Writing, Computing, Our Natural World (age 8-11), International Citizenship (age 12-16) and Social Enterprise & Social Entrepreneurship (age 12-16). We require teaching assistants to support the delivery of these classes and particularly to support one to one interaction with students.

Media Department: Responsible for all social media during the course and managing the parent portal content.

Operations Department: This department is responsible for organising and administrating many of the significant GISS events, for example student welcome meetings and the final prize giving dinner. This department also organises student trips and activities and assign the staff to assist with the activities. They manage many of the logistics associated with the set up and management of the programme.

West Coast Adventure: The roles are based in the adventure centre on the West Coast of Scotland, near Fort William and not on the Gordonstoun Campus. The roles are pastoral, similar to house staff, however staff are encouraged to accompany the students in the activities as much as they can. Students aged 12+ spend three days in the adventure centre, which is fully equipped and has small dormitories where the students live and sleep. The days

are action packed and they enjoy a range of activities.... abseiling, climbing, coasteering, gorge walking, canoeing, etc.

Performing Arts Department: This department works with the colour group to come up with a concept based on a well known film etc which includes singing, dancing and acting which is performed at a showcase at the end of each course.

Outdoor Learning: This department provides an exciting adventure offering on site including the indoor climbing wall, orienteering, pool kayaking, mountain biking, obstacle course, Tyrolean traverse and other activities based on the staff skillset and qualifications.

Students choose one club and these will also need to be staffed, these vary each year and may change as the timetable is finalised:

Previous years clubs have included:

Outdoor Adventure: Depending on staff qualifications and skills students will choose from mountain biking, climbing & abseiling, canoeing, kayaking, walking, bush craft skills etc.

Photography: Learning all aspects of photography and digital management of photographs.

Football: Staffed as part of the Sports department.

Racquet Sports: Staffed as part of the Sports Department

Art & Design : Staffed as part of the Art Department



The Role of a Staff Assistant

Background: The Gordonstoun International Summer School was founded in 1976 and 300 boys and girls from approximately 40 countries attend the Gordonstoun International Summer School each year. There is a staff of 150 including senior Staff, Staff Assistants and Student Leaders. The students are here to improve in their chosen academic subject or language skills and to experience outdoor, creative and recreational activities in line with the Gordonstoun ethos and approach to character education.

Role Overview: Staff Assistants have a role within their department and in their boarding house. Additionally, they are required to assist with general supervision across the programme. Each Staff Assistant is responsible to their Head of Department (HoD) for the overall performance of their duties; in the House they will report to the House Parent. Staff Assistants support students and Student Leaders (17-year-old group leaders assigned to each group) to achieve their full potential and enjoy all that the programme offers, by setting a good example and encouraging them throughout.

Responsibilities

1. Assist within the assigned department classes for the requisite number of periods as arranged by the relevant HoD. Work with the students to support them to enjoy the classes and achieve personal success. This will include helping to teach the relevant topics for the department and assist with classroom management and reports.
2. Support the House Parent to provide excellent pastoral care of the students within the houses; interacting with the students, caring for them and spending time getting to know them and supporting them. Within the House duties might include checking that beds are made, assisting the students with laundry, tidiness, and being on time, plus undertaking clearing and other duties in the dining hall whenever timetabled.
3. Assist with a range of other activities, including working within other departments as requested, accompanying students on activities and trips, undertaking travel duty; supervising break times and whatever else may be reasonably assigned by senior members of staff.
4. You will need to be vigilant at all times with regards to the wellbeing of the students and pass on any concerns about students to the HoD, House Parent or the Director (using the IT system as appropriate).
5. Safeguard the health and safety of students and, when appropriate, check their attendance in class and elsewhere in School.
6. Assist each group or class to integrate fully with each other, their clan and the Summer School as a whole. Promote the use of English within each group or class at all times.

7. Attend meetings at the start of the course and within the House whenever reasonably called by the HoD, House Parent or Director.
8. Ensure that you are adequately briefed for every activity and are confident to undertake it - if not ask for additional information or instruction (this is particularly important within your department where you will be supervising students to do the activities).
9. Be a role model for the Student Leaders, guiding and supporting them both in the department and the house and during other activities.
10. Maintain discipline in a firm but fair way, whilst creating a caring and supportive environment. For both Students and Student Leaders, it may be their first time away from home and many students are often speaking a second language. Support those who are finding parts of the programme difficult and demanding.