



Position Title: Resident Faculty Assistant (Room and Board provided)
Immediate Supervisor: Deputy Head - School Life

Nature and Scope

The Resident Faculty Assistant (RFA) brings a passionate interest in teaching as a career, and fulfills a vital support role to faculty and the residential boarding culture at Brentwood. RFAs are steadfast supporters of the residential team, the tripartite program, and the School as a whole, adhering to and modeling School and House standards. In providing an essential mentorship and tutoring role, the RFA acts as a liaison and is the “eyes and ears” between the students, faculty and residential staff.

Major Responsibilities

In the Classroom and on Campus, the RFA assists Faculty with:

- Developing and delivering units for teaching / co-teaching in specialist subject areas, including class coverage (non-teaching), co-and team-teaching, and tutoring;
- Delivering afternoon athletic or arts programs;
- Participating in / chaperoning off-campus trips with students and sponsoring student social events;
- Supervising the Sunday campus work program, under the direction of a Deputy Head;
- As part of the RFA Team, ensuring the smooth and safe running of the campus, including the waterfront on the weekends, weather permitting;
- Attending weekly staff/departmental meetings;
- Supervise student departures and arrivals throughout the school year;
- Potential to participate in Pro-D sessions at Brentwood or off-site.

In the Boarding environment, the Resident Faculty Assistant has responsibility for:

- Residential duties, including days, evenings, most weekends, and possibly mid-term breaks as assigned;
- Assisting the Houseparent (HP) / Assistant Houseparent (AHP) teams in the residence;
- Consistently supporting and applying all major school rules, per Brentwood policy;
- Assisting in coordinating the safe operation of the boarding residence;
- Ensuring that all of the students in their care are aware of the school’s safety rules and emergency response procedures, (fire, earthquake, lockdown, medical emergency);
- Assisting the HP/AHP with the training, mentoring and nurturing of the student leadership team in the boarding residence by providing sound and judicious counsel;
- Supervising school events and social activities for the students ,often on weekends;
- Other duties as assigned by the Deputy Heads or the Head of School.

Knowledge and Skills

- Academic strength and curiosity and the ability to teach is a strong asset;
- A background and passion for coaching one or more of the following sports: rugby, rowing, basketball, field hockey, soccer, ice hockey is an asset;
- A background and passion for coaching debating and/or Model UN, working in technical theatre, a background in musical theatre, or a dance background is an asset;
- Displays a passion and genuine interest for working with young people (Grades 8-12) sensitively, empathetically, tactfully and professionally at all times;
- Unquestioned work ethic, willing to go ‘above-and-beyond’ - flexible, adaptable and receptive to established or emerging methods;



- Co-curricular strength and experience (athletic and/or the arts);
- Able to work collaboratively as part of a team and with minimal direction; strong work ethic and positive team attitude, with a good sense of humour;
- Demonstrates stamina, initiative and independence; is responsible and reliable;
- Professional in appearance and demeanor;
- Solid communication skills: oral, listening, written, and presentation to groups. Able to maintain self-poise and credibility. A calming influence in the face of disagreement, conflict, or non-compliance;
- Excellent troubleshooting, mediation and problem-solving skills, with a demonstrated ability to de-escalate and subdue emotional situations;
- Excellent organizational and time management skills including prioritizing, organizing, and scheduling;
- Able to work well under pressure and meet deadlines;
- Current First Aid and Lifeguard certification is desirable is an asset;
- Current qualification to teach in the Province of BC (or ability to acquire) is a significant asset;
- Previous experience in residential/camp mentorship with teenagers is an asset.

Key Relationships

Internal:

- Deputy Heads re: academic mentorship, class coverage), Students, Faculty, HPs, AHPs, Health Centre, Food Services, Campus Facilities, Housekeeping, Laundry.

External:

- Parents and other visitors/guests of Brentwood College.

Effort

- Work environment can be high-pressure due to volume at busy periods, schedule coverage for an absent faculty member, HP/ AHP, or covering residential duties for another RFA;
- Multiple demands, early morning and late evening activities, irregular times for rest or meal periods, interruptions, complex and time-sensitive scheduling, and deadlines;
- Position is at times physically active when assisting with coaching in the Athletic Program and in terms of responding to the needs of teenaged residents of a boarding residence;
- Considerable time and mental effort in addressing individual needs of one or more students.

Working Conditions

- Hours of work vary in conjunction with other school duties and responsibilities, as well as with operational requirements of the School and boarding house in general. Day, evening and weekend work is required, therefore, the Resident Faculty Assistant must maintain full availability while school is in operation. Room and board is provided during each term (assessed annually as a taxable benefit) with accommodation available during winter and spring break;
- Must be legally entitled to work in Canada;
- Criminal Record Check clearance is a condition of initial and ongoing employment;

Qualified applicants should forward their applications, including cover letter, résumé and references, to the attention of Human Resources. **Positions will remain open until filled**

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