

Graduate Assistant for the academic year 2025-26

Closing date for applications: 01 May 2025

Interview Dates on a rolling basis

North London
Collegiate School
Jeju



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Welcome

Thank you for considering a Graduate Assistant position at NLCS Jeju. We are an ambitious and forward-looking school, with a selective intake and a large boarding community.

We offer significant opportunities for personal development and attract experienced and talented professionals. Explore our website and you'll understand more about our community and what it has to offer.

Our school is committed to promoting safeguarding and well-being for all students within our care. We follow high standards of recruitment practices with special attention to safeguarding. All appointments are covered by successful reference materials, including face-to-face interviews, background checks, criminal record checks, credential checks, and questions regarding safeguarding to current and former employers.

Outside of school, Jeju is a safe and exciting destination with beautiful scenery and pollution-free air, providing links to major airport hubs that open up endless travel opportunities for the region.

Thank you

James Monaghan
Principal



The School

North London Collegiate School Jeju is a large, thriving co-educational Day and Boarding School for students aged 4-18 in South Korea. Our broad curriculum and ambitious academic ethos, together with outstanding pastoral care and an extensive co-curricular programme, reflect our close links with NLCS UK and ensure that we provide a high-quality British Independent School education in a premier international setting.

The spirit of NLCS Jeju is one of high energy and achievement. Our students combine academic excellence and a deep love of learning with the pursuit of a wide range of co-curricular opportunities to develop into exceptional individuals who believe that anything is possible. Results throughout the School are formidable and last year's graduating students achieved an average IBDP score of 36.2 points, with over 35% of the cohort earning a score of 40 or more, and two students gaining the maximum 45 points. Our alumni attend some of the world's leading universities, including Oxford, Cambridge, UCL London, Chicago, Cornell and Columbia.

The Role

NLCS Jeju is looking for adventurous, energetic, ambitious graduates to join our team of committed and innovative staff. As a Graduate Assistant, you will gain experience of working in an educational setting, whilst engaging in a bespoke training programme designed to support your professional development and enhance your employability. Successful applicants will be likely to have future career interests or aspirations in education or working with young people in some way, and be desirous to actively seek challenging opportunities to develop their academic, pastoral and interpersonal skills as a result of this.

Living in a rent-free, en-suite studio flat within a Boarding Home on the School campus, you will support the boarding staff across the week outside of day school hours in the pastoral care of a group of boarders. During the School day itself, you will also work with an academic or other specialist professional team in your assigned department. We have a wide range of opportunities for Graduate Assistants, including Sport, Art, Music, Drama and Dance as well as in the Junior School specifically, supporting EAL provision, Mathematics, our Admissions & Marketing department, and in many other departments across the School.

The Graduate Programme has been incredibly successful at providing a professional pathway for those interested in becoming a teacher or working within wider educational professional fields anywhere in the world. Although there are no guarantees, several Graduate Assistants have successfully applied for full-time teaching positions afterwards at NLCS Jeju and are now flourishing within our teaching faculty. This is also a very effective pathway for gaining initial or further residential boarding experience and some former Graduate Assistants are currently Assistant Boarding Masters/Mistresses working towards their goal of leading their own Boarding Home.

The Graduate Programme runs for the duration of the academic year so, to take part, you must be available from the beginning of August 2025 until the end of June 2026.



Life on Jeju



Jeju Island, 130 km off the southern coast of the Korean peninsula, is often described as one of Asia's best-kept secrets. Jeju's temperate climate, natural scenery and beaches make it a popular tourist destination for South Koreans as well as visitors from other parts of East Asia.



In 2007, UNESCO's World Heritage Committee listed Jeju Volcanic Island and Lava Tubes as a World Natural Heritage site. The island also possesses outstanding geological features and special properties as a habitat for a variety of rare and endangered species.



Jeju provides NLCS staff and their families with a safe, peaceful and breathtaking environment in which to live. The employment pages on the NLCS Jeju website contain further practical information about life in Jeju.



Person Specification

To be eligible for the Graduate Programme you must have completed a university degree *and obtained documentary proof of that degree for Korean immigration purposes** prior to the start date (August 2025). In addition, we are looking for individuals who:

- Display a high level of maturity, independence and enthusiasm.
- Have strong communication and interpersonal skills.
- Can act as a positive role model to students and will place the wellbeing and safety of the child at the heart of everything they do.
- Are proactive and will use their initiative to find ways to add value to the School
- Take responsibility for their own personal development.
- Show a willingness to work hard, get involved in new activities and experiences, and be flexible.

** To ensure a prompt arrival in Korea and start to the school year in early August 2025, you will need to be in a position to submit your degree certificate or equivalent via the School for Korean visa purposes **no later than 01 June 2025.***

Duties & Responsibilities

Much of your time will be spent working in a specific department, enabling you to immerse yourself in your specialist area and, most importantly, work with students in an academic, creative arts and/or sporting setting. However, there will also be a significant part of your working time across the week dedicated to working within the Boarding Homes and contributing to the 'Beyond the Curriculum' (co-curricular) side of the School. You will have free time every weekday morning and some evenings, but the role will involve work in the afternoons and at weekends. You also have one full weekday off per week. Across the academic year, you will also get two term-time weekends completely off from all duties to enable you to further explore Jeju and Korea as you wish.

It is important to note that all on-site boarding staff, including Graduate Assistants, need to be flexible when it comes to working hours. A willingness to help out, get stuck in and show initiative are essential qualities for this role and, indeed, in most roles within education in general. You will be very welcome to attend and participate in many different and varied school activities and events during your time at NLCS Jeju; those who make the most of the experience come ready to work hard and get stuck in at every opportunity!

NLCS (UK)

North London Collegiate School (UK) was founded in 1850 by Frances Mary Buss; her aim was to offer an academically ambitious education to girls, similar to that available to their brothers. The School has pioneered women's education for over 160 years and remains among the highest achieving schools in the UK. Exam results regularly top the UK league tables and the School has repeatedly outperformed other prestigious schools in terms of Oxbridge success rates.

Unlike many UK independent schools, NLCS has a firm commitment to ensuring close links with its overseas branch schools. Every effort is made to replicate the ethos and standards of NLCS overseas. Wherever possible, staff for overseas schools are interviewed in London and by NLCS (UK) staff, as well as staff from our overseas schools. All teachers, once appointed, are invited to travel to London for induction and training at the UK school and this is generously funded by our partners.

Once an overseas branch is open, it is regularly monitored and inspected by the UK school, and close links are formed through pupil and staff exchanges, joint departmental projects, educational visits and extracurricular activities, such as videoconference debates and jointly produced student publications.

As the NLCS family of schools continues to expand (there are now schools open in Jeju, Dubai and Singapore with the next member of the family opening in Kobe in Japan in 2025), it is hoped that partnership activities will expand so that each school in the group develops links with the others. We also hope to see staff join the group in order to build their career with us and benefit from the many professional development and career-progression opportunities, which a group of world-class schools such as ours can offer.



Safeguarding & Child Protection

We are a safer recruitment school and as such the School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and all applicants will be expected to provide satisfactory background and police checks. Full details are available in the School's Recruitment, Selection & Disclosure Policy and Procedure and the Safeguarding and Child Protection Policy and Procedure.



Terms & Conditions

A competitive package will be offered to the successful candidate, which will include the following:

- Monthly salary of 2,096,270 KRW
- Free accommodation
- Private health insurance
- Three free meals per day - including weekends - during term time
- Flights to Jeju at the beginning of your contract and back to your country of residence at the end of your contract
- Use of the School facilities

