

Think Freemen's



Appointment of
GRADUATE ASSISTANTS
INFORMATION FOR CANDIDATES

Introduction

These are exciting times at Freeman's. There is a new Senior Leadership Team in place which is moving the school in new and challenging directions as we deliver on our mission of inspiring our children to learn, lead and make a difference. We believe that if we can motivate and inspire pupils and staff to give of their best at all times, the School will continue to grow and thrive.

The School was founded by Warren Hale in Brixton in 1854 to provide a 'religious and virtuous education' for the orphaned children of Freeman of the City of London. Freeman's moved to its present site, Ashted Park, in 1926, following expansion, and is today a non-denominational school with a strong ethos of community and service in accordance with values and wishes of its original founders. It occupies a magnificent site with modern buildings alongside the original house set in 57 acres of parkland.

Freeman's today is an independent co-educational day and boarding school for 920 pupils aged 7 – 18. The Junior School (ages 7 – 13) has 400 pupils on roll; the Senior School (ages 13–18) has 520 pupils on roll, approximately 300 of whom are in the Senior School. Pupils enter the School at 7, 11, 13 and 16 and the School is oversubscribed at every level. About fifty-five pupils are boarders, most of whom are international students. The majority of boarders are in the Sixth Form.

Whilst the School's academic record is amongst the highest in the country, the focus within the School is on every individual finding a path which is appropriate for them. The emphasis in the Junior School is on Kindness, Honesty and Fun and the Senior School picks up that message with a pastoral programme that emphasizes the importance of a strong, supportive community in which every member, staff and student, feels respected, supported and valued. As a result, we are able to support our young people to successfully meet the tests of life they face every day.

Freeman's is academically selective and is the leading co-educational school in the area. Pupils achieve excellent results. Although the events of 2020 were extraordinary in many ways the exam results are reflective of our historical trends. A Level: A*s - 44%, A*/A - 79% and GCSE: 9s - 43%, 8/9 - 72%. The majority of students from Freeman's go on to University study at either Russell Group or Oxbridge, although the nature of the School is happy to accept a diverse range of destinations appropriate for the needs of the students, this includes studying abroad and apprenticeships.

Although the academic is the 'bread-and-butter' of life at Freeman's, we provide a truly holistic education for the young people in our care and the School is rightly proud of the high standards achieved in sport, music and drama and

by the range of enrichment opportunities available to pupils in the school.

The School is one of three independent schools managed by the City of London Corporation (The City). The City provides financial support in the form of bursaries and scholarships. Other links with the City of London and the Livery Companies are strong. In the past ten years, more than £20 million has been invested in facilities at the School, and Freeman's has embarked on an ambitious building development plan to further enhance its teaching, recreational and boarding facilities. Our contemporary



In the past ten years, more than £20 million was invested in facilities at the School, and Freeman's has embarked on an ambitious building development plan to further enhance its teaching, recreational and boarding facilities. Our contemporary Music School, award-winning swimming pool and stylish boarding house have been completed and a refurbishment of the Georgian Mansion house, designed by Sir Thomas Wyatt will be completed during the next academic year. This will give our Sixth Form a new home in the heart of the School. This will be followed by developments to our Junior School



Freeman's is a forward-looking school with an ambitious agenda to support development. In addition to the building plan, the School is currently seeking:

- continued development of our proactive approach to student wellbeing, enabling all children to thrive at the School and beyond;
- to renew the Curriculum so that it reflects the developing needs of young people today and in the future;
- to embed a comprehensive staff development programme, which encourages the professional development of all staff in line with their own aims and those of the School;
- to further develop the School's approach to teaching, learning and innovation and has, to this end, recently made additions to the SLT in order to better support teachers;
- to deliver our IT strategy, which will equip students and staff with the tools they need to thrive at the School.

There are approximately 113 full and part time teaching staff in the Junior and Senior schools and they provide committed and inspirational support for students at the School. A small number of staff involved in boarding live on site. Staff facilities include a modern and well-equipped staff room in both the Senior and Junior Schools. There is substantial technical support in the Sciences and technical subjects and excellent facilities to support teaching and administrative duties.

Transport links are good; the School is a mile from Ashted station with regular services to Epsom and London and south to Leatherhead and Guildford. The M25 junction 9 is a seven-minute drive from the School.

The current version of the Good Schools Guide summarizes the School thus:

A school that produces confident, motivated, happy young achievers. A blessing



to parents looking for a high-quality stress-free educational route that will take

*their academically able sons and daughters from age 7 right through to 18.
Almost unique in this neck of the woods.*

Mission Statement and Aims

Our mission:

We want children at Freeman's to learn, to lead and to make a difference.

Our aims:

We will do this by:

- nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;
- providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;
- establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;
- encouraging responsibility and capability; honesty and reliability; pride and passion;
- promoting determination and innovation; flexibility and adaptability; kindness and consideration; fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.



The Graduate Assistant Programme

About the Programme

The role of Graduate Assistant at Freeman's is a broad one and intended to give a fantastic introduction to the richness of working in a school. Participants are given the opportunity to be involved in a variety of aspects of school life, meeting more pupils than many of the 'regular' teaching staff, such is the breadth of the role. The focus is getting the Graduate Assistants inside the classroom – including if that classroom is the sports pitch, the Music Recital Hall or the theatre – and by the end of the year we want Graduate Assistants to be confident in planning and delivering quality lessons on their own. The scheme is designed so that we can pursue this goal at each Assistant's own pace and with support every step of the way. Graduate Assistants will also contribute to the extra-curricular life at the school and will be encouraged to share their passions and interests, passing them on to the pupils. Working in the Boarding House is another exciting opportunity for Graduate Assistants, giving the chance to be involved in an area of the Freeman's community that is flourishing.

The year of a Graduate Assistant will be challenging and at times remarkably busy, but it should also be hugely exciting and remarkably rewarding. Freeman's is a spectacular school and a special community; the commitment put in will always be reciprocated by the pupils, which makes the job so fulfilling.

The *Graduate Assistant Programme* is overseen by the Graduate Coordinator who provides the role of a school mentor, offering pedagogical and pastoral training, alongside opportunities to self-reflect through fortnightly meetings with other Graduate Assistants. Each graduate also receives a department mentor in the subject of specific expertise, providing support and subject specific training that gives the graduates a head start as they approach their year of ITT.

Graduate Assistants will be expected to get involved in every aspect of school life from helping on the sports field, to accompanying trips and visits with all age groups and contributing to the extra-curricular programme in areas where they feel they can bring something extra, be it sport, drama, music, science, humanities or the arts. They will also be expected to be actively involved in the boarding life of the School, assisting with duties in our new purpose built mixed boarding house, playing a key role with the pastoral care of boarders. There is also an expectation that, with the support of a member of the department, Graduate Assistants will start to teach their specialist subject(s). This will evolve gradually over the course of the year, and the amount of teaching will vary according to each individual.

Aims and objectives

- To provide Graduate Assistants with opportunities to experience all aspects of school life;
- To put in place well trained, experienced and able colleagues to act as subject specific and pastoral mentors;
- To provide training, guidance and support by the Graduate Assistant Coordinator aimed at supporting the Graduate Assistant in securing a place on a teacher training programme;
- To support, guide and develop staff practice which will lead them to taking timetabled lessons as requested, working with small groups as directed and taking occasional responsibility for a class;
- To support their pastoral care training so they can assist with the pastoral care of boarders, organising and supervising activities.

Training received

- A fortnightly reflective team meeting;
- A tailored timetable bespoke to your experience and needs;
- Behaviour management;
- Lesson planning;
- Self-evaluation and observing others;
- Differentiation;
- Pupil data tracking;
- Teaching standards;

- Assessment – formative and summative;
- Trips and visits;
- SEND and EAL;

Requirements to join

- A UK Honours degree with 2:2 or above or equivalent;
- GCSE Maths and English with Grade C/level 4 or above (for Primary trainees they must also have Science at Grade C/4 or above);
- Any overseas qualifications must be certified by NARIC to confirm equivalency to the above;
- To have found a week's work experience in a school.

Benefits

- The perfect start to decide if the teaching profession is for you;
- One-year programme;
- Gain experience of the academic, boarding and co-curricular roles in a school;
- A room in shared accommodation is offered to Graduate Assistants;
- Option to convert to the Graduate Teacher programme if a position arises.



The Role

Reporting to

Head of Boarding and Director of Teaching, Learning and Innovation

Purpose of position

To assist with teaching and supervisory duties throughout the school and to take an active interest in boarding.

Responsibilities

General

- To assist with timetabled lessons as requested, working with small groups as directed and taking occasional responsibility for a class;
- To assist with the supervision of after-school homework club as required. Currently this involves two evenings per week;
- To assist with the supervision of children's playtimes and to monitor their behaviour;
- To join day and residential school trips from any section;
- To assist with the games and activities programme of the school and with the supervision of the changing rooms as required by the Director of Sport;
- To take responsibility for a team or teams as directed;
- To assist with the supervision of mealtimes when on duty and to take charge at breakfast or supper as required;
- To encourage the children to use good table manners by eating with them;
- To encourage the children to be courteous and well-mannered when around school;
- To be assigned to a specific House in the School's House system and to help with the organisation of the running of that House under the leadership of the Junior and Senior Heads of House.

Boarding

- To develop and lead an integrated sports strategy, encompassing Senior School and Junior School PE and Games for girls and boys, curricular and co-curricular sport;
- To play a role in assisting with the pastoral care of boarders, organizing and supervising activities;
- To be on duty within the boarding house as required, for example, to supervise Prep;
- To accompany Boarders on trips and social activities as requested;
- To help the Head of Boarding ensure that there is a pleasant atmosphere and calm discipline in the House at all times;
- To see that rooms are kept tidy;
- To assist with the arrival and departure of boarders at the beginnings and end of terms;
- To assist in the distribution of clean clothes and see to the neat appearance of children taking part in matches, outings and other visits;

- Any other duties as reasonably required by the Head of Boarding.

Year 3 Graduate (Reporting to Head of Year 3/Form 1)

Duties as laid out in General and Boarding sections above. And:

- To offer academic and pastoral support in the Form 1 classrooms;
- To offer 1-1 extra support for any children that the H o Yr deems necessary, small group activities/extension/ listening to readers;
- To be available for registrations to free the H o Yr/form staff to have meetings with parents/colleagues/children;
- To attend PE and games with Form 1.
- To assist with moving the children around the site (particularly in the early weeks), break time supervision, guidance to the bus stop etc.;
- To assist with photocopying/display work and the demands of small children with regards finding possessions, helping pack and unpack bags etc.

Training

The Graduate Assistant may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. The cost of this training and reasonable expenses (which must be approved in advance by the Director of Teaching Learning and Innovation) will be borne by the school.

Additional Information

Freemen's is committed to safeguarding and promoting the welfare of children. The post holder must be willing to undergo child protection screening appropriate to the post, including checks with the Disclosure and Barring Service.



Person Specification

The School is seeking to appoint energetic and enthusiastic graduates who can demonstrate an affability with children, initiative and an interest in contributing fully to every aspect of school life, together with strong organizational and ICT skills.

The School operates a programme of induction for new members of staff and successful applicants will be supported by a mentor.

Single accommodation within a shared house will be provided together with all meals taken with students during term time. Salary inclusive of holiday is £11,850 pa. This salary recognizes that the Graduate Assistants will enjoy accommodation and living expenses which include payment of all utility bills and council tax.

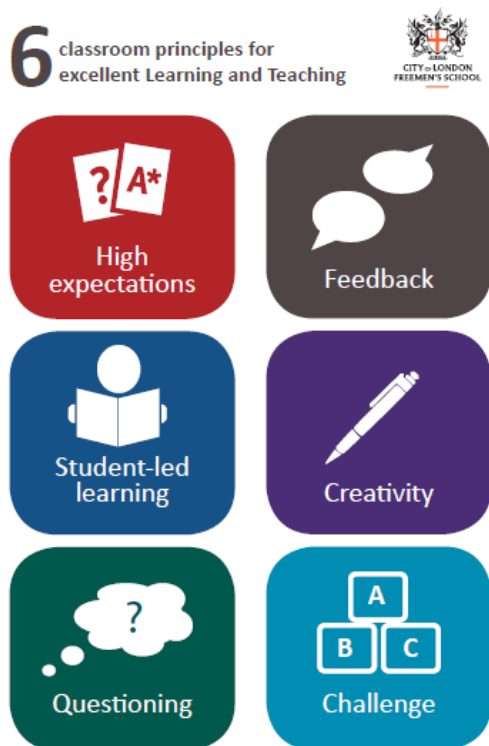
Assistance with certain relocation expenses may be available to a qualifying candidate.

A no-smoking policy applies throughout the School site.



The Appointment

The School's Vision and Values are fundamental to all that we do and can be viewed on the School website www.freemens.org We are a school where everyone is expected to develop their skills and we spend a lot of time and energy reflecting and improving. We are a learn, lead and make a difference school and our six principles in teaching are:



The interview process includes delivery of a lesson and we will look for these principles in that lesson.

The School is seeking to appoint an energetic and enthusiastic classroom practitioner with strong organisational and ICT skills.

The School operates a programme of induction for new members of staff and the successful applicant will be supported by a mentor.

The total remuneration package offered for this role is worth £20,100 per annum with a basic salary of £11,850 per annum. The TPS superannuation scheme is operated at the School, though the appointee may opt out as desired.

Accommodation is provided free of charge in a shared house (see below) which includes payment of all utility bills and council tax. Personal phone calls and lines, and television subscription are not covered. Meals in term time are provided for Graduate Assistants free of charge.

A no-smoking policy applies throughout the School site.

The Bothy

Graduate Assistants are provided with single accommodation in The Bothy which is a 5-10 minute walk from the School.



Applications

How to apply:

Applicants are asked to complete an application form and enclose a full and up to date CV along, with their letter of application addressed to the Headmaster. Applications should be sent to CLFS-Recruitment@cityoflondon.gov.uk to arrive no later than **9am on Thursday 13th January 2022**.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).

Interviews will be held at the School on **20th January 2022**. Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to meet members of the Senior Leadership Team and other staff. Applicants will be expected to complete a task as part of the interview process.



Visit www.freemens.org

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