



# Recruitment Pack

## Graduate Assistant

Employment Status	Full Time • Fixed Term Contract (One Academic Year from the 1 <sup>st</sup> Sept 2019)
Employment Location	Framlingham College Prep School and Framlingham College
Application Closing Date	Midday on Friday, 1 <sup>st</sup> March 2019 *
Interviews Week Commencing	To be confirmed

**\* Early applications are welcomed as we reserve the right to appoint before the closing date if we find a suitable candidate.**

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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# Welcome from the Head of Human Resources

Dear Applicant,

We are seeking to appoint an enthusiastic, dynamic and highly-motivated residential Graduate Assistant to work at our busy day and boarding prep school. This is an exciting opportunity for graduates interested in a career in the education sector and who are keen to build up valuable work experience. Opportunities for further training and qualifications may be available for the right candidate.

Framlingham College Prep School is a successful and thriving co-educational school. Alongside the pursuit of academic excellence, the school boasts excellent facilities with a strong tradition in sport, music and drama and the ideal applicant must be willing to engage in the extra and co-curricular programme of a vibrant school community.

This position is offered on a one academic year fixed term basis commencing September 2019. The successful candidate will receive £10,839 per annum, plus rent-free furnished accommodation (including all bills), meals during term time, as well as complimentary membership to our leisure centre.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.**

Best wishes,



Sally Wood  
Head of Human Resources



## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes (available on our website),

Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications should be received no later than **Midday on Friday, 1st March 2019**. The interview date is yet to be confirmed, however, you will receive confirmation of a date if you are shortlisted for interview.

Please send your completed application form to:

**The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**

You can also email your application to: [hr@framcollege.co.uk](mailto:hr@framcollege.co.uk)

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College Prep School are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Job Information

## Reports To

Deputy Head (Co-Curricular)

## Contract Duration

Fixed Term - One Academic Year

## Job Location

Framlingham College Prep School at Brandeston Hall (Prep School) & Framlingham College (Senior School)

## Benefits

- Salary £10,839 per annum.
- Rent-free furnished accommodation (including all bills);
- Free meals during term time;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life including free financial advice from an adviser once a month for those that qualify;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure;

# Job Description

## JOB PURPOSE

To assist and support the boarding, sports and teaching staff in the supervision and management of pupils throughout the academic year. The successful applicant will work closely with the Deputy Head (Co-curricular), Housemaster, Director of Sport, Deputy Head (Academic) and as part of a small team.

## KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College as necessary.

- Involvement in a residential boarding house with evening duties, activities, administration and pastoral care.
- Overnight on-call duties to supervise sick children as necessary.
- Full commitment to the school's activity programme, especially at weekends with Saturday fixtures and Sunday excursions.
- Assisting teachers in the delivery of lessons in the classroom.
- Involvement in occasional field trips and student social events.
- Involvement in off-site residential trips.
- Offer cover and administrative support as necessary.
- Sports coaching and umpiring/refereeing at both Framlingham College Prep School and Framlingham College.
- Supervision at lunch and break times.
- It is the posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.*



# Person Specification

PROFESSIONAL ATTRIBUTES	Essential	Desirable
In final year of undergraduate study or in possession of a degree.	✓	
Experience of working with children.	✓	
Good verbal and written communication skills.	✓	
A high level of IT Literacy.	✓	
Sound sporting knowledge & ability.		✓
Experience of sports coaching.		✓
Experience of umpiring/refereeing.		✓
Supervisory skills.		✓
Awareness of safeguarding issues, including legislation and good practice.		✓

PERSONAL ATTRIBUTES	Essential	Desirable
A team player.	✓	
Effective organisational skills.	✓	
Ability to prioritise and plan tasks.	✓	
Good attention to details.	✓	
Genuine respect for teachers and pupils alike.	✓	
Enthusiasm for being involved in the life of a busy boarding school.	✓	
A flexible approach with a willingness to "pitch in" as required.	✓	
Approachable and friendly.	✓	
Setting a good example to the pupils.	✓	
Apply discretion and confidentiality as necessary.	✓	
Reliability and honesty.	✓	



# About **Framlingham College Prep School** at Brandeston Hall

Framlingham College Prep School (FCPS) was established in 1948 and officially opened in 1949. The Hall, known as Brandeston Hall, was bought by the Society of Old Framlinghamians to remember those who fell in the two World Wars. The school is currently growing and now numbers just under 300 pupils aged from 2-13.

The great majority of our pupils move on to the Senior School, Framlingham College, which was founded in 1864 in memory of Queen Victoria's husband, Albert, Prince Consort, whose statue takes pride of place at the front of the College. The College itself enjoys an enviable location, looking across the mere to the 12th Century Castle and the historic parish church of St Michael's. The College enjoys a fine reputation as a fully co-educational school, large enough to enjoy the benefits of outstanding facilities and extensive grounds, but small enough to retain a friendly and caring atmosphere. The links between both schools are stronger than they have ever been and the Prep School enjoys the best of both worlds by retaining its independence, identity and Prep feel but also enjoying the use of enhanced facilities and exceptional staff from the College.

Framlingham College Prep School is a happy, nurturing school where children feel valued and inspired. We aim for our children to have the confidence to step up and be different, to be individuals, to create, to question and to invent. We try to celebrate the broadest range of talents so that every child can experience success and discover their passions and what makes them tick. But it's not just the children that are prioritised at Fram and happy parents are a crucial part of the learning partnership. With the flexibility of our extended days and our innovative Brandeston+ flexible boarding programme, we are better equipped than ever to build an education around the lives of busy families.

At a time when schools so often surrender their individuality in the face of rigid testing and regulation, we feel passionately that children should be able to carry on doing the stuff that children ought to be doing for as long as they possibly can. For that reason, a Framlingham College Prep School education remains every bit as diverse as it was when the school was established in its idyllic, rural haven nearly seventy years ago. From sports pitches to laboratories and from Art and Design to Music, Drama and Technology you'll find children confidently expressing themselves and discovering new talents. They work hard but always enjoy their learning and they carry that passion with them for life.

## Our **Location**

Framlingham College Prep School is located in the idyllic neo-Tudor Hall beside the River Deben, approximately 3 miles from the Senior School at Framlingham in the village of Brandeston.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham College Prep School is about 30 minutes by car from the county town of Ipswich, 45 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk. There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.