

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



REQUIRED FROM SEPTEMBER 2023

Residential Sporting Assistants

Employment Status	Full Time • Fixed Term Contract (One Academic Year: September 2023 - July 2024)
Employment Location	Framlingham College Senior and Prep School
Closing Date for Applications	Midday Friday 02 December 2022
Interviews	Wednesday 07 and Thursday 08 December 2022

IMPORTANT INFORMATION

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.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Residential Sporting Assistant at Framlingham College.

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint enthusiastic, dynamic, and highly motivated residential Sporting Assistants to work at our busy day and boarding schools. This is an exciting opportunity predominately aimed at graduates who are interested in a career in the education sector and keen to build up valuable work experience. We would also accept applications from exceptional school leavers. Candidates should be experienced and confident to train in at least one of our main team sports (Rugby, Hockey, Netball or Cricket), but also willing to support in other areas of sport.

Based at the Prep School, successful candidates will have the opportunity to work across departments and will be involved in all areas of school life (Sport, Music, Drama, Art as well as supporting Academic subjects). Opportunities for further training and qualifications may be available for the right candidate.

This position is offered on a one academic year fixed term basis commencing September 2023. The successful candidate will receive £11,388 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 welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Sally Wood
DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. 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 Friday 02 December 2022**. The interview dates will be Wednesday 07 and Thursday 08 December. You will be notified of an exact date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College 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.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, 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;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Prep School Deputy Head (Co-Curricular)
Prep School Housemistress

Job Location

Framlingham College Senior & Prep School

Duration

One Academic Year (Sept 2023 to July 2024)

Benefits

Salary £11,388 per annum.
Rent-free furnished accommodation (including all bills), meals during term time, as well as complimentary membership to our Sports Centre.

Job Description

JOB PURPOSE

To assist and support the boarding, teaching and sports staff in the supervision and management of pupils throughout the academic year. The successful applicant will work closely with academic staff as well as the Senior Leadership Team (SLT) and as part of a 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 Senior School as necessary

- Work relevant to their specialism at both Framlingham College Prep School and Senior School.
- Taking full boarding responsibilities in House with evening duties, activities, administration and pastoral care.
- Overnight on-call duties to supervise sick children as necessary.
- Assisting teachers in the delivery of lessons in the classroom, across all departments.
- Attending Departmental meetings & assisting with planning as directed by the academic member of staff.
- Assisting academic staff with the implementation of pupil-based policies e.g., dress code, behaviour etc.
- Commitment to personal development over the course of the year and liaison with an assigned Mentor on areas of interest.
- Involvement in field trips.
- Organisation of student events.
- Involvement in off-site residential trips.
- Offer cover and administrative support as necessary.
- Supervision throughout the school day.



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- Assisting with escorting pupils on airport runs
- Full commitment to the school's activity programme, especially at weekends with Saturday fixtures and Sunday excursions.

It is the post 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 procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
In final year of undergraduate study or in possession of a degree	✓	
A full driving licence		✓

PROFESSIONAL COMPETENCIES AND SKILLS

	E	D
A high level of IT Literacy	✓	
Good verbal and written communication skills	✓	

PROFESSIONAL EXPERIENCE

This may vary dependent on the candidate's specialism

	E	D
Experience of working with children		✓
Sound Knowledge & ability in relevant specialism	✓	
Experience of performing	✓	
Experience of creating portfolios		✓

Person Specification

E = Essential • D = Desirable

PERSONAL ATTRIBUTES

	E	D
A team player	✓	
Effective organisational skills	✓	
Ability to prioritise and plan tasks	✓	
Good attention to details	✓	
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	✓	
Apply discretion and confidentiality as necessary	✓	
Reliability and honesty	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding issues	✓	
Knowledge of safeguarding children legislation and good practice		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 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.

About Framlingham College

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The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.