

RECRUITMENT PACK



REQUIRED FROM JANUARY 2020

Gap Assistant (Sport)

Employment Status	Full Time • Fixed Term Contract (Spring and Summer Terms - January 2020 - July 2020)
Employment Location	Framlingham College Prep School
Application Closing Date	Midday on Wednesday, 18 th December 2019 *
Interviews Week Commencing	To be confirmed

* Applications are reviewed on receipt, you are therefore advised to apply at your earliest convenience.

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.



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FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT



Framlingham
COLLEGE
Prep School





Welcome from the Head of Human Resources

Dear Applicant,

Thank you for your interest in the position of Gap Assistant (Sport) at Framlingham College Prep School. Framlingham College Prep School is a successful 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.

We are seeking to appoint an enthusiastic, dynamic and highly-motivated residential Gap Assistant to work in our busy day and boarding prep school for the Spring and Summer terms. The successful candidates will be interested in a career in the education sector, and keen to build up valuable work experience. This position is offered on a two term fixed term basis commencing January 2020. The successful candidate will receive £8,508 per annum, plus rent-free furnished accommodation (including all bills), meals during term time, as well as complimentary membership to our leisure centre.

Duties will include: Involvement in a residential boarding house with evening duties, activities, administration and pastoral care. • Assisting teachers in the classroom environment. • Involvement in occasional field trips, student social events and off-site residential trips. • Offering cover and administrative support as necessary. • Sports coaching and umpiring/refereeing at both Fram Prep and Framlingham College. • A full commitment to the school's activity programme, especially at weekends with Saturday fixtures and Sunday excursions. • Supervision at lunch and break times.

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 Wednesday, 18th December 2019**. Applications for this post will be reviewed on receipt, you are therefore advised to apply at your earliest convenience. The interview date is yet to be confirmed, however, 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@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:

- Salary £8,508 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 Information

Reports To

Deputy Head (Co-Curricular)

Job Location

Framlingham College Prep School

Duration

Fixed Term – two terms (Spring and Summer 2020)

Pension

Contributory Scheme Available

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 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 based at Framlingham College Prep School, but expected to work at and offer support to Framlingham College Senior School as necessary.

- Involvement in a residential boarding house with evening duties, activities, administration and pastoral care.
- Full commitment to the school's activity programme, especially at weekends with Saturday fixtures and Sunday excursions.
- Assisting teachers in the classroom environment.
- 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 sites at both Fram Prep 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 or 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 School in relation to the post holder's professional responsibilities and duties.

Person Specification

E = Essential • D = Desirable

PROFESSIONAL ATTRIBUTES

	E	D
Educated to A Level Standard or equivalent	✓	
Sound sporting knowledge & ability	✓	
Good verbal and written communication skills	✓	
A high level of IT Literacy	✓	
Experience of working with children		✓
Experience of sports coaching		✓
Experience of umpiring/refereeing		✓
Supervisory skills		✓
Awareness of safeguarding issues, including legislation and good practice		✓

SAFEGUARDING CHILDREN

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

PERSONAL ATTRIBUTES

	E	D
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	✓	



Our Location

The Framlingham College campus sits at the heart of the beautiful, vibrant yet historic market town of Framlingham, in Suffolk.

The town, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own 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.

Framlingham College Prep School, for children aged 3 - 13, is in the nearby village of Brandeston, approximately five miles from the Senior School.

About Framlingham College

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk and opened in 1864. Framlingham College Prep School was established in 1948 and officially opened in 1949. Brandeston Hall, was bought by the Society of Old Framlinghamians to remember those who fell in the two World Wars.

The College embraces students with a wide range of abilities and interests, believing that breadth and diversity builds a richer environment and every pupil has a role to play in the community. The picture-perfect grounds with the stunning backdrop of Framlingham Castle (Senior School) or the Deben Valley (Prep School) gives pupils space to breathe and provides them with safe surroundings to blossom into rounded, decent, articulate and very well-educated young men and women.

We invest time in our children. We know what makes them tick. We provide support and tailored education to ignite passion, triggering curiosity to get the very best out of each and every child.

To stretch those gifted and talented students we offer mentoring programmes with clear pathways to excellence.

Pupils leave Framlingham College, pursuing their chosen passion, both well-qualified and well-prepared, ready to take the world by storm!