



Wycliffe College

Resident Graduate Assistant

Commencing September 2018

(One Year, Fixed Term Contract)

Candidate information pack





THE COLLEGE

Founded in 1882, Wycliffe is a thriving Day and Boarding College for boys and girls aged from 2 to 18, set within the heart of the Cotswolds. The College has excellent links to London both by road and rail and is close to the amenities offered in Cheltenham, Bristol and Bath. The 52 acre site comprises three main parts: the Senior School, the Prep School (only 300 metres away) and the Berryfield (the main sports ground two minutes from the Senior School site across a residential road).

THE SENIOR SCHOOL

With a focus on individual learning as the route to success, Wycliffe is committed to helping all pupils achieve their own academic potential. We offer a very broad curriculum, mixing traditional and modern programmes of study. Free from the strictures of Key Stage 3 National Curriculum and SATs, our Year 9 studies offer exposure to a range of subjects before GCSE choices have to be made. There is a wide range of both GCSE and A levels on offer, including A Levels in Film Studies, Psychology and Japanese and BTEC National Diplomas in Sport, Media Studies and Travel and Tourism and the option of an Extended Project Qualification. Preparation for Oxford and Cambridge entrance is offered and SAT preparation for those wishing to undertake studies in the US. The College has an excellent reputation for supporting pupils with Special Educational Needs and holds CRESTeD accreditation.



The division of the Senior School into Houses makes a high level of personal and pastoral care possible. There are eight Houses, (three for boys, three for girls and two mixed) all offering exceptional facilities for study. All Day pupils have dedicated study areas in Houses and are completely involved in the House activities. Housemasters and Housemistresses and their families live in the boarding houses and are assisted by a Resident Assistant and then additional Tutors, appointed from the teaching staff. Pastoral care is not an added or optional extra; it is integrated, essential and taken very seriously. The systems we have developed to look after pupils' wellbeing are set firmly in place to ensure any pupil joining the College is well cared for and monitored throughout his or her education. The Chaplain regularly visits the Houses as part of our programme of pastoral care and services are planned carefully so that there really is 'something for everybody', no matter what their views or spiritual standpoint.

Whether it is on stage, in the choir, on the sports field, up a mountain or on a river, Wycliffe aims to give every pupil the opportunity to pursue an interest outside of the classroom. Wycliffe's sport and physical education programme gives pupils opportunities to develop their talents and skills and to enjoy sport as a member of a team, as individuals or for recreation. The College recognises and supports gifted sports players through the Wycliffe Advanced Sports and Performance Programme. Alongside GCSE and A level Music courses, music-making generally is of a high standard with an extensive programme of formal and informal concerts for the various school groups which include Chapel Choir, Orchestra, Concert Band, Jazz Band and String Group. There is a purpose-built Music School. Wycliffe has its own Youth Theatre, integrated Drama Club and hosts annual House and College productions as well as running regular theatre trips. The Sibly Hall is able to stage whole school productions which are of a very professional standard. Wycliffe's vibrant CCF contingent offers significant developmental opportunities through the use of military-orientated activity and



adventurous training whilst the Duke of Edinburgh award is offered at Bronze, Silver and Gold levels by an experienced and enthusiastic team of staff.

In terms of facilities, the Library is situated at the heart of the College and is a haven for independent learning. Pupils have access to a suite of PCs and a range of other regularly updated material. These reflect changes in the curriculum, inform on current affairs as well as indulge pupils' interests. The Library offers an atmosphere conducive to private study. There is a well-developed ICT plan to make sure Wycliffe keeps fully up to speed with the latest developments in ICT by incorporating the use of iPads in our teaching. Each department has an iPad champion to ensure the best use of new technology in our teaching. The College's wonderful sports facilities include a floodlit Astroturf, Squash Courts, a modern purpose built sports hall with two full-sized Basketball Courts, Rugby and Cricket pitches and a fully equipped gym. All the Science laboratories have quite recently been refurbished to a very high standard to provide lecture theatres and state of the art equipment.



For further information about the College please visit www.wycliffe.co.uk.

JOB DESCRIPTION

The primary role is to assist in delivering outstanding pastoral care for pupils under the leadership of the Housemaster/ Housemistress and the Deputy Head Pastoral. You will assist in the smooth running of the Boarding House through efficient organisation of staff and resources, ensuring the safety, good discipline and well-being of all pupils in the House. In addition, the post holder will be expected either to play an extensive and active role in the Games programme both during weekday afternoons and also Saturday afternoon fixtures or to have significant involvement in the Duke of Edinburgh Award scheme both during the working week and, especially, with regard to weekend activities and expeditions throughout the year.

KEY TASKS

- Be aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the House especially, but not exclusively, those dealing with Safeguarding, Countering Bullying, Promoting Good Behaviour, Fire and Health and Safety.
- Support steps to ensure that boarding staff, parents and pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
- Help to ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Within the House, to take reasonable steps to ensure the safety and security of all pupils at all times when they are in the school's charge. To liaise with the Housemaster/Housemistress, Matron(s), Medical Centre and School Doctors to ensure that pupils' medical requirements are



- properly catered for; to encourage pupils to adopt a healthy life style.
- Support the Housemaster/Housemistress in ensuring that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect.
- Help to develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
- Offer an extra-curricular activity and support the varied programme available, ensuring pupils (particularly younger ones) are appropriately occupied. This includes school excursions, residential trips, weekends and evenings.
- Be aware of the academic strengths and weaknesses of pupils; to help ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
- Keep suitable records of pupils' progress, welfare, health, emotional problems, achievements and misconduct when on duty.
- Help counsel pupils, at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems that they may have; to inform the Housemaster/Housemistress, Deputy Head Pastoral, Senior Deputy Head or Head of any issues that arise; to fulfill the requirements of the School's policy on Child Protection.
- Support the School's disciplinary policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the House and School; to inform the Housemaster/Housemistress, Deputy Head Pastoral, Senior Deputy Head and Head in any cases of severe bullying, substance misuse or sexual misconduct.
- Either play an extensive and active role in the Games programme both during weekday afternoons and also Saturday afternoon fixtures (e.g., coaching; accompanying teams to away matches; refereeing/umpiring; assisting with recreational activities etc.) or have significant involvement in the Duke of Edinburgh Award scheme both during the working week and, especially, with regard to weekend activities and expeditions throughout the year.

Other tasks:

- Understand and comply with the College's Health and Safety Policy statement.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head may reasonably assign.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A - Application Form/ References B - Interview C - Lesson, coaching session observation
KNOWLEDGE AND EXPERIENCE:		
• Experience of working with young people in a boarding school setting	D	A, B
• Ability to coach at least one of our main sports to at least 'intermediate' (and ideally 'advanced') level	D	A, B, C
• Experience of the Duke of Edinburgh award scheme either in a supervisory capacity or as an Award holder (Silver or above)	D	A, B
• Full, clean Driver's licence	D	A, B
• Willing to undertake minibus driver training	D	A, B



SKILLS (THE ABILITY TO):		
<ul style="list-style-type: none"> • Effective communication skills, both written and verbal, to deal effectively with pupils, parents and staff 	E	A, B
<ul style="list-style-type: none"> • The ability to enthuse others and to be a positive role model 	E	B, C
<ul style="list-style-type: none"> • A strong team player, capable of integrating own ideas 	E	B, C
<ul style="list-style-type: none"> • A good understanding of young people, with the ability to behave appropriately and professionally at all times 	E	B, C
<ul style="list-style-type: none"> • An ability and willingness to support the school ethos and to contribute to the extra-curricular life of the school 	E	B, C
<ul style="list-style-type: none"> • Well-developed administrative and organisational skills plus IT literacy 	E	B
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Educated to degree level 	E	A
<ul style="list-style-type: none"> • First-aid trained/willing to undertake training 	E	A
<ul style="list-style-type: none"> • Relevant coaching, umpiring or refereeing qualifications 	D	A

TERMS OF APPOINTMENT

This position is offered as a one year, fixed term contract. Accommodation is provided all year. Salary £14,000 per annum.

Other benefits available to staff include:

- training and development opportunities
- cycle to work scheme
- childcare voucher scheme
- free meals during school term-time
- free use of gym, sports facilities and swimming pool
- free on-site parking
- subsidised coffee-shop

HOW TO APPLY

Send a completed application form together with a covering letter to HR@wycliffe.co.uk or by post to:-

HR Department
Wycliffe College
32 Regent Street
Stonehouse
Gloucestershire
GL10 2AD

Closing date for receipt of completed applications is 5.00pm on Tuesday 6th February 2018.

SAFER RECRUITMENT STATEMENT

Wycliffe is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check is required before any appointment is confirmed. We are an equal opportunities employer.

ISSUED: January 2018