



REQUIRED FROM SEPTEMBER 2020

Graduate Assistant

| | |
|----------------------------|---|
| Employment Status | Full Time • Fixed Term Contract: One Academic Year (September 2020 - July 2021) |
| Employment Location | Framlingham College Senior and Prep School |
| Application Closing Date | Midday Tuesday 25 th February 2020 * |
| Interviews Week Commencing | To be confirmed |

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

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.



FRAMLINGHAM COLLEGE
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IP13 9EY

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E: hr@framlinghamcollege.co.uk

FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT



Framlingham
COLLEGE





Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Graduate 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 Graduate Assistants to work at our busy day and boarding schools. 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. Candidates will have the opportunity to work across all departments and get involved in all areas of school life (Sport, Music, Drama, Art as well as 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 2020. 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 welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Best wishes,

Louise North
PRINCIPAL OF FRAMLINGHAM COLLEGE

How To Apply

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

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an Application Form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Tuesday 25th February 2020**. Please note, however, early applications are welcomed as we reserve the right to appoint if we find a suitable candidate. 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@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 Standard Life;
- Free Pensions advice from an adviser once a month;
- 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;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Job Information

Reports To

Director of Sport

Job Location

Framlingham College Senior & Prep School

Salary

£10,839 per annum

Extra benefits to those listed on the left

Rent-free furnished accommodation (including all bills), meals during term time.

Duration

Fixed Term: September 2020 - July 2021 (One Academic Year)

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 SLT 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.

- 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.
- Committed to developing own record CPD throughout the year, and liaise with 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.
- Sports coaching and umpiring/refereeing at both Framlingham College Prep School and Framlingham College Senior School.
- Supervision throughout the school day.
- Full commitment to the school's activity programme, especially at weekends with Saturday fixtures and Sunday excursions.



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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 tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

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 & SKILLS

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

PROFESSIONAL EXPERIENCE

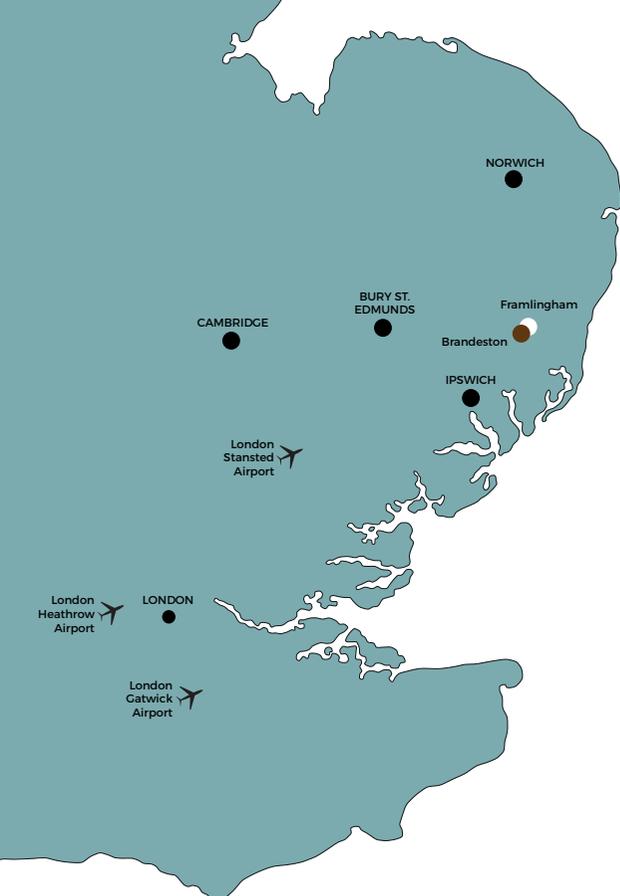
| | E | D |
|-------------------------------------|---|---|
| An interest in sport | ✓ | |
| Experience of working with children | | ✓ |
| Experience of sports coaching | | ✓ |
| Experience of umpiring/refereeing | | ✓ |

PERSONAL ATTRIBUTES

| | E | D |
|---|---|---|
| A team player | ✓ | |
| Effective organisational skills | ✓ | |
| Ability to prioritise and plan tasks | ✓ | |
| Good attention to detail | ✓ | |
| 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 | ✓ | |
| Reliable and Honest | ✓ | |

SAFEGUARDING CHILDREN

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



Our Location

The Framlingham College Senior School campus sits at the heart of the beautiful, vibrant and 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

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