

## RECRUITMENT PACK



REQUIRED FROM JANUARY 2023

## Gap Assistant

Employment Status	Full Time • Fixed Term Contract (Two Terms: January - July 2023)
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience.
Interviews Week Commencing	To be confirmed

### 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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**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 Gap 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 an enthusiastic, dynamic, and highly motivated residential Gap Assistant to work at our busy day and boarding schools. The successful candidate could be a school leaver who is interested in a career in the education sector and is 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). We are particularly interested to hear from candidates with a keen interest in Sport, Performing or Creative Arts.

This position is offered on a two-term fixed term basis commencing January 2023. The successful candidate will receive £11,388 (pro rata) 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.**

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 will be viewed upon receipt, you are therefore advised to apply at your earliest convenience. The interview date is to be confirmed. You will be notified of a 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](mailto: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

Fixed Term (Two Terms - January to July 2023)

## Job Description

### JOB PURPOSE

To assist and support the boarding, sports and teaching staff in the supervision of pupils throughout the academic year. The successful applicant will work closely with academic staff 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

- Involvement in a residential boarding house with evening duties, activities, administration and pastoral care.
- Assisting teachers in the delivery of lessons in the classroom, across all departments.
- Involvement in field trips and student social events.
- Involvement in off-site residential trips.
- Escorting pupils on airport runs.
- Offer cover and administrative support as necessary.
- Work relevant to their specialism at both Framlingham College Prep School and 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 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.*

## QUALIFICATIONS

	E	D
In final year of school or currently on a Gap year	✓	
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
Experience of working with children		✓
Sound knowledge & ability in relevant specialism	✓	
Experience of sports coaching		✓
Experience of umpiring/refereeing		✓
Experience of performing		✓
Experience of creating portfolios		✓

## PERSONAL ATTRIBUTES

	E	D
A team player	✓	
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	✓	
Effective organisational skills	✓	

## SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children 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

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 enrichen 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.