

WYMONDHAM COLLEGE JOB DESCRIPTION

BOARDING HOUSE ASSISTANT

Fixed Term Contract until 31 August 2024

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| Line Manager: | Head of House |
| Salary: | FTE Point 1 of the SET Support Staff Salary Scale / £22,366 per annum Pro-rata £17,952 per annum, including an allowance for holiday pay |
| Residential Status: | Resident |

Wymondham College seeks to recruit enthusiastic and outgoing recent graduates (or people with equivalent experience) to the post of Boarding House Assistant to work in the College's boarding houses and provide support to our academic department.

We are looking for candidates interested in pursuing a career in teaching or education generally, who are able to add value to our academic departments and in a pastoral care environment within the boarding houses.

The College invites applicants from any academic discipline, but we are particularly interested in applicants who would suit a secondary role as a Cover Assistant (ideal for those considering a career in teaching). We are also seeking Sports Assistants to work with the PE Department, a Drama Assistant to work in the Drama department, Pastoral Assistants to work in the boarding houses and Special Education Needs Assistants to work with our Special Educational Needs department.

Wymondham College is a member of the Sapientia Education Trust (SET). We offer full training & supervision for successful applicants.

This post is fully residential.

On appointment, the successful candidate will be required to complete a three-month probationary period.

There are two pathways for the role Boarding House Assistant, please state in your covering letter which pathway you would like to take.

PATHWAY ONE- BOARDING HOUSE ASSISTANT

- Boarding House Assistant
- Fixed term contract until the end of the academic year

PATHWAY TWO- GRAD2TEACH

- Career pathway to teaching
- The Sapientia Education Trust are partnering with Grad2Teach. We can help you take the next step to become a fully qualified teacher through a Grad2teach salaried Teacher Training programme. You will need determination, patience, and compassion to maintain, and improve your students' learning environment as well as their curiosity and engagement. If this position sounds perfect for you, then Grad2Teach is here to help you take an alternative, salaried route to a long and fruitful career in teaching. As a trainee on Grad2Teach's salaried teacher training programme, you will receive high-quality, CPD-accredited training. All your training is led by experienced school leaders, including coaching and mentoring. Grad2Teach will ensure you meet the Teachers' Standards throughout the salaried teacher training programme.
- With Grad2Teach you will work to complete a one- or two-year course, achieving a Post Graduate Certificate in Education (PGCE). You will gain experience working in at least two schools whilst on our salaried teacher training course.
- Upon passing Phase 2 of Grad2Teach's salaried teacher training programme, you will have completed your PGCE and be a qualified teacher with QTS.

In Training Phase 1, you will:

- Receive Grad2Teach-funded training while you work on our 39-week, school-based, salaried teacher training programme
- Gain invaluable insight into classroom management and teaching practice
- Receive 24/7 support from our friendly team
- Receive three Quality Assessment observations from one of our trainers in your employer school
- Develop an understanding of what it means to be a great

teacher In Training Phase 2, you will:

- Attend 6 training days with our partner university
- Complete 3 written assessments reflecting on your experience and what you've learned so far
- Cover up to 80% of a teaching timetable within a classroom
- Work under a dedicated learning mentor who will guide and advise you along your journey
- Experience two contrasting school placements, allowing you to broaden your experience

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to

- benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Boarding House Assistant are:

- Have the personality and presence required to carry out required duties effectively;
- Have a good rapport with young people and act as a positive role model to them;
- Be energetic, flexible and positive;
- Be imaginative, articulate, adaptable and keen to make a difference;
- Be supportive of the particular ethos and expectations of Wymondham College as a leading state boarding school;
- Be flexible and creative in approach and be open to the possibility of developing a wider role in the College.

The qualifications and previous experience required for a Boarding House Assistant **pathway one** are:

- A degree is desirable but not essential.
- A-level and GCSEs required.

The qualifications and previous experience required for a Boarding House Assistant **pathway two** are:

- A relevant university degree with a minimum of a 2:2 classification.
- Preferably some experience in a UK classroom.

JOB SPECIFICATION

General Responsibilities

As a Boarding House Assistant, you will be an integral part of the College's boarding staff and the house boarding team to which you are assigned. The primary role is to provide quality care and pastoral support to our young people in the boarding houses. There are three Graduate Boarding Assistants assigned per Main School House and two in the Sixth Form Centre.

In addition to the boarding role, Boarding House Assistant's work two days per week supporting academic departments in the College. You will work under the direction and guidance of the Head of Department to provide support to the teaching staff both in the classroom and in the organisation of activities and events.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You will have access to and be responsible for confidential information and documentation and must ensure confidential or sensitive material is handled

appropriately and accurately.

You will be required to participate in the College programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for each role are shown below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

As a Boarding House Assistant, you will be required to:

- Engage in an action research project either working independently or in a group on an academic or pastoral topic that reflects your time here at the college;
- Work closely with the College students, undertaking duties in the boarding house on a rota basis with the other members of the House Team. Duties will include a variety of daytime, evening and overnight shifts including weekends;
- Work with the House management team to ensure information and issues arising during your duties are correctly reported and followed-up;
- Assist the Boarding House with administration tasks as required;
- Assist with student supervision over break and lunch times both in house and the College Refectory;
- Provide 'on call' cover for absent colleagues in the boarding environment;
- Routinely be in your accommodation by 10.30pm so that the duty manager can secure the house for the night;
- Occupy your accommodation (for a minimum of five nights a week in line with your rota);
- Assist in emergency evacuations in the boarding house, if the situation arises, as instructed by the duty manager;
- Encourage our young people to engage in clubs/activities and societies;
- Assist in the supervision and co-ordination of weekend boarder activities;
- Maintain good order, appearance and behaviour in the boarding house at meal times and throughout the college as a whole;
- Promote the College and the value of boarding at Open Days and other marketing events, when appropriate.

Cover Assistants

As a Cover Assistant you will be required to:

- Supervise work set by absent teachers under the general direction of the Head of Department or the Administration Coordinator;
- Manage the behaviour of pupils within the College's policies;
- Respond to questions from pupils about processes and procedures;
- Assist pupils in the completion of work as appropriate;
- Collect completed work and return it as required by the teacher or Head of Department;

- Report, using the College's established referral procedures, issues concerning attendance or behaviour;
- Establish productive relationships with pupils, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all pupils in the classroom, recognising and responding to their individual needs;
- Support the independent learning of pupils, especially through use of the Library and ICT resources;
- Provide day time supervision for boarding houses as required;
- Attend and participate in meetings concerning pupils or College policies and practices from time to time as required;
- Attend training on issues such as Child Protection;
- From time to time assist teaching staff with the supervision of College visits, trips and co-curricular activities;
- Supervise other areas of the College as required from time to time.

Pastoral Assistants

As a Pastoral Assistant you will be required to:

- Work closely with the College students, undertaking duties in the boarding house on a rota basis with the other members of the House Team. Duties will include a variety of daytime, evening and overnight shifts including weekends;
- Work with the House Management team to ensure the day to day running of the boarding house is efficient and homely;
- Work with the House management team to ensure information and issues arising during your duties are correctly reported and followed-up;
- Assist the Boarding House with administration tasks as required;
- Assist with student supervision over break and lunch times both in house and the College Refectory.

Special Educational Needs Assistants

As a Special Educational Needs Assistant you will be required to:

- Support the SEN department in day to day admin tasks, updating students strategy profiles etc.;
- Support students individual needs on a one to one basis or in groups;
- Assist with lunchtime support sessions as and when required;
- Facilitate and encourage a learning experience which provides students with the opportunity to fulfil their individual potential.

Sports Assistants

As a Sports Assistant you will be required to:

- Support the PE department with ensuring equipment is available and in good order;
- Assist in classes and taking small groups of well-motivated students e.g. cricket, basketball, football, hockey, netball, rugby etc.;

- Prepare and plan sports lessons;
- Ensure the health & safety of students during sports lessons;
- Facilitate and encourage a learning experience which provides students with the opportunity to fulfil their individual potential;
- Assist or lead an extra-curricular sporting activity and attend fixtures.

Drama Assistant

As a Drama Assistant, you will be required to:

- Support the Drama department with ensuring equipment is available and in good order;
- Assist in classes and taking small groups of well-motivated students to work on their drama pieces;
- Prepare and plan drama lessons;
- Facilitate and encourage a learning experience which provides students with the opportunity to fulfil their individual potential;
- Assist with the musical production;
- Assist or lead an extra-curricular drama activity and attend drama performances in and out of school.

HOURS OF WORK

You will be required to work 1335 hours during the period of the contract and will be assigned an average of 37 hours of directed duties per week during term-time, excluding on-call periods and 'sleep-ins'.

The College academic year spans 36 weeks, consisting of 196 teaching days, plus 5 days of staff CPD training, which you are required to attend. The Wymondham College teaching day is 0830hrs to 1545hrs Monday to Friday and Saturday mornings from 0830hrs until 1200hrs. There are 25 teaching Saturdays during the academic year. Each half term, the College closes for Exeat Weekend from Friday 1730hrs until Sunday 1830hrs and the College closes on Fridays for half or full term holidays. You will be expected to work one exeat weekend during the year, when your boarding house is the nominated Exeat Duty House.

The Graduate Boarding Assistant standard duty hours will include two House duty days per week (Monday to Friday), which will include house administration in the morning, lunchtime supervision and evening duties supervising students in-house and assisting with boarder activities.

You will be assigned two days per week (Monday to Friday) to work in your allocated academic department and you will be required to work the normal College day 0830-1545hrs on these days,

but there is an expectation that you will be involved in the extra-curricular programme run by the department, so these hours may be flexible.

All Boarding House Assistants are expected to work at the weekends when the College is in session (24 per year), plus one Exeat weekend. During the weekend, your duties will include supervising in-house and supervising or leading activities and trips.

You may exceptionally be required to work in excess of 37 hours per week and, where appropriate, time in lieu or additional payment will be given.

You are expected to reside in your designated accommodation for a minimum of five nights per week (dependent on your allocated work rota) during term-time.

You will be entitled to at least one 24-hour period off each week and you will not be required to sleep-in overnight on your day off. Your allocated day-off will normally be between Monday and Thursday.

REMUNERATION

The full-time equivalent for this post is £22,366, this will be pro rata and paid in 12 equal monthly instalments.

Holiday pay entitlement is included in the salary for the post and there is no entitlement to take holidays during term-time. Your salary of £17,952 includes payment of an additional 190 hours as holiday pay.

If you volunteer for additional duties during College holidays or Exeat weekends, you will be entitled to additional payment at your basic hourly rate.

Accommodation will be provided, free of charge, for the better performance of your duties and you will be entitled to eat all meals in the School Refectory during term time. In accordance with Inland Revenue rules, the provision of accommodation for this post is viewed as a taxable benefit in kind and as such the College must declare the value of this benefit annually.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 22%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

Boarding House Assistants will be expected to adopt appropriate business attire during the school day and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

The dress code for the evenings and weekends in the Boarding Houses is casual.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed regularly as part of the College's review of boarding staffing requirements and performance management programme.