

WYMONDHAM COLLEGE JOB DESCRIPTION
LINCOLN FELLOW

Fixed Term Appointment from 1 September 2022 until no later than 31 August 2023

Line Manager:	Head of Sixth Form Boarding House
Salary:	Full time equivalent £18,500 per annum
Residential Status:	Resident

Wymondham College is a true national treasure with over 400 staff dedicated to supporting World Class education. The College currently sits in the top 20 State Schools in the Country and is recognised as the highest performing State School in the East of England, this is backed up by its most recent Ofsted review which rated the College as outstanding in both Education and Boarding inspections.

The College is focused on providing outstanding quality to their students and staff not only in education but also through its provision of exceptional facilities and accommodation on site across its 83-Acre campus.

Wymondham College seeks to appoint an outstanding individual, preferably a recent graduate of either Cambridge or Oxford University, to a resident position in Lincoln Hall, the College's Sixth Form boarding house. Although applicants from Cambridge or Oxford are desirable, candidates with a strong academic degree from other universities are encouraged to apply.

Duties will include developing the intellectual and cultural life of day and boarding students, providing appropriate supervision for the boarding accommodation and supporting the university application process. The candidate appointed will have excellent opportunities to develop their own intellectual or cultural interests in a lively and friendly environment, whilst providing encouragement, support and practical advice to our students.

Wymondham College is a state funded day and boarding school with an outstanding reputation. The Sixth Form has approximately 406 students and most students go on to university. In the last 4 years, 28 students have been successful in applications to Oxford or Cambridge Universities. The College was awarded the World Class Schools Quality Mark in October 2015. The college was delighted to have secured 'Outstanding' in our latest Ofsted Boarding Inspection (May 2019). Ofsted quoted "This is an environment in which children absolutely flourish".

Applicants interested in a career in teaching should note that Wymondham College has links with the Norfolk and Suffolk Schools Training Consortium and the University of East Anglia. The experience gained from this post would be invaluable in supporting any subsequent application for teacher training.

Candidates with no interest in teacher training will not be disadvantaged and should not be discouraged from applying. The successful candidate will acquire transferrable skills in this role that will be advantageous in other future professional roles.

Wymondham College is a member of the Sapientia Education Trust (SET).

We offer full training and supervision for the successful applicant.

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 Lincoln Fellow 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 Lincoln Fellow are:

- Have a strong academic degree qualification, preferably from Oxford or Cambridge University (but not essential);
- Experience of the Oxbridge selection process.

JOB SPECIFICATION

General Responsibilities

As a Lincoln Fellow, you will be an integral part of the College's Sixth Form boarding staff team. The role includes providing quality care and pastoral support to our young people in the Sixth Form as well as being involved in their academic development.

You will be required to comply with the Wymondham College Staff Code of Conduct.

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 program of Performance Management and Continuing Professional Development.

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

Specific Responsibilities

The precise job description for this post will be negotiated with the successful applicants in order to make best use of their skills and talents, but will include:

- Tutoring students to enable academic progress.
- Continuing the Lincoln Society providing regular evening discussion groups to support the intellectual development and learning of the most academically able Sixth Form students.
- Supporting projects such as the Extended Project Qualification (EPQ) at the College.
- Initiating and supporting public speaking and debating activities for Sixth Form Students.
- Advising and supporting students through the UCAS process, especially those applying to Cambridge, Oxford and other highly selective universities.
- Participating in the marketing of Lincoln Hall, for example by greeting visitors and conducting tours as required.
- Supporting intellectual and cultural visits out of College by Sixth Form students, for example to the theatre, concerts and lectures.
- Be responsible to the Head of Lincoln Hall for all matters pertaining to the good order and efficient management of Lincoln Hall including operating emergency procedures as necessary.
- Oversee and assist with the supervision of breakfast, dinner and prep in the Lincoln Hall Refectory.

In addition, the Lincoln Fellow will provide supervision in Lincoln Hall on a Rota as part of the House team. You will be expected to undertake both evening and weekend duties.

It is a requirement of the post that the Lincoln Fellow resides in the designated accommodation within the College for at least five nights a week whilst the College is in session (determined by the allocated work Rota). The Lincoln Fellow is not required to be in residence out of term-time unless they wish.

HOURS OF WORK

You will be required to work 1344 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'. These hours will include regular evening and weekend work.

The College academic year spans 36 weeks, consisting of 171 teaching days Monday to Friday, 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 24 teaching Saturdays during the academic year, but there are no Sixth Form lessons programmed on a Saturday morning.

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 the Sixth Form boarding house is the nominated Exeat Duty House for the whole College.

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.

REMUNERATION

The full time equivalent for this post is £18,500, 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 £14,209 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 entitled to join a local pension scheme.

DRESS CODE

Residential Fellows will be expected to adopt appropriate business attire during the school day and will be supplied with appropriate Staff ID. This must always be worn, 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.

CRIMINAL RECORDS SCREENING

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

REVIEW

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