

WYMONDHAM COLLEGE JOB DESCRIPTION

NON-RESIDENT BOARDING ASSISTANT (NRBA) SUPPORT STAFF

Line Managers job title:	Assistant Principal Boarding, Enrichment and External Links
Salary:	Support Staff Scale Point 5, FTE: £24,790 per annum Pro-rata salary: £6,270-£6,376 per annum including a holiday allowance
Tenure:	Fixed Term
Contract type:	Fixed Term
Hours per week:	16 hours per week

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Non-Resident Boarding Assistant.

The Non-Resident Boarding Assistant (NRBA) will be an integral part of a boarding house team, primarily providing quality care and pastoral support to the young people who stay in the boarding houses at the weekend.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored

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 personal competencies expected of a NRBA are:

- Be enthusiastic and keen to work with young people in assisting them with their personal and social development;
- Have a keen sense of humor;
- Be energetic, flexible and positive;
- Be imaginative, articulate, adaptable and keen to make a difference;
- Act professionally and as a role model for our students when on site.

The qualifications and previous experience required are:

- A good level of literacy and numeracy
- For existing staff, experience in a relevant role within the College;

JOB SPECIFICATION

Specific Responsibilities

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

- Modelling kind and positive behaviours at all times.
- Being a source of support for students, listening well and providing appropriate advice.
- Helping students to embrace the Core Values of pride, passion and positivity that underpin the College ethos.
- Supporting residential staff to provide a range of activities.
- Supporting trips and visits outside of the College.
- Ensuring House procedures are followed and House rules are enforced.
- Maintain good order, appearance and behaviour in the boarding house, including at meal-times.
- Assist in emergency evacuations in the boarding house, if the situation arises.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid weeks	25 weeks including one EXEAT weekend
Hours per week	16 hours per week
Normal Working Pattern	25 Saturdays - 12:00-21:00 25 Sunday - 09:00-17:00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	There is no entitlement to take holidays during term-time.
CPD/Inset Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

Support Staff Scale Point 5

FTE: £24,790 per annum

Pro rata salary: £6,270-£6,376 per annum, including an allowance for holiday pay

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 approximately 22% (please note this rate is subject to change), and employee contributions which vary depending on earnings. 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

The post-holder will be expected to wear appropriate business attire. All staff 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 employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting 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 annually as part of the College's Performance Management programme.