

SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE PREP SCHOOL JOB DESCRIPTION

**NON-RESIDENT BOARDING ASSISTANT (NRBA)
SUPPORT STAFF**

BANK BASIS

Line Managers job title:	Assistant Headteacher - Pastoral
Salary:	Support Staff Scale Point 5 FTE: £23,500 per annum Hourly rate (including holiday pay): • Under 5 years' service - £13.95 per hour • Over 5 years' service - £14.19 per hour
Tenure:	Bank
Contract type:	Bank
Hours per week:	Bank

THE POST

As a Non Resident Boarding Assistant (NRBA) you will be an integral part of the Prep School's boarding house team, to primarily provide quality care and pastoral support to our young people in the boarding houses.

This NRBA post is on bank basis for up to one academic year and reallocated annually to new staff and volunteers who wish to continue, based on availability of duties for volunteers (once mandatory duties are filled) and previous performance in role.

Wymondham College Prep School is member of the Sapientia Education Trust (SET), which is currently led by the Executive Principal of Wymondham College as CEO.

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

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 Non Resident Boarding Tutor are:

- Be enthusiastic and keen to work with young people in assisting them with their personal and social development;
- Have a keen sense of humour;
- 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 Prep School;

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the SET Code of Conduct.

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

The post-holder will have access to and be responsible for confidential information and documentation. The post holder must ensure confidential or sensitive material is handled appropriately and accurately.

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

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.

Specific Responsibilities

NR Boarding Assistants will be required to:

- Work closely with the Prep School boarding students, undertaking duties in Underwood Hall on a rota basis with the other members of the House Team;
- Follow routines and procedures as described in the Boarding Manual and House guidelines;
- Assist in emergency evacuations in the boarding house, if the situation arises, as instructed by the house leader on duty;
- Support resident staff in a range of activities with boarders;

- Maintain good order, appearance and behaviour in the boarding house, at meal times and throughout the college as a whole;
- Alert the House leader on duty to any issues promptly;
- Participate in CPD when required. Please note CPD days normally take place when the students are not on site and some sessions will be mandatory;
- Attend house meetings where required;
- Promote the value of boarding to all stakeholders when appropriate;

HOURS OF WORK

Paid weeks	Bank basis – as & when agreed with your line manager / the Head of House
Hours per week	Bank basis – as & when agreed with your line manager / the Head of House One duty = 4.5 average hours (unless otherwise arranged with Head of House)
Normal Working Pattern	Bank basis – as & when agreed with your line manager / the Head of House. A typical shift though is on a Saturday or a Sunday from 1100hrs - 1630hrs
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: £23,500 per annum

Hourly rate (including holiday pay):

- Under 5 years' service - £13.95 per hour
- Over 5 years' service - £14.19 per hour

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

DRESS CODE

NRBAs will be expected to wear appropriate clothing appropriate to the role and duties to be carried out 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 Prep School employees.

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. Wymondham College Prep School reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory due to safeguarding concerns.

REVIEW

The Job Description will be reviewed annually as part of the Prep School's Performance Management programme.