

## WYMONDHAM COLLEGE JOB DESCRIPTION

### Resident Fellow Graduate Programme

**Competitive pay dependent on qualifications and experience; free accommodation included**

<b>Line Managers job title:</b>	Assistant Principal: Boarding and Enrichment
<b>Tenure:</b>	Fixed term one year
<b>% of FTE</b>	Full-time

### THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a highly competent graduate with great promise and a passion for education and childhood development to join our Resident Fellow Graduate Programme.

They will be a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school community.

The programmes are tailored to reflect the specialist area of the successful applicant and the College's requirements:

Resident Fellow: Academic in Residence Sixth Form

Resident Fellow: Musician in Residence

Resident Fellow: Sportsperson in Residence

Resident Fellow: Artist in Residence (Drama, Art, Photography, Textiles)

Resident Fellow: Engineer in Residence (Product Design, Engineering, Computing)

Resident Fellow: Linguist in Residence (French, Spanish, Mandarin, Chinese)

Resident Fellow: Mathematician in Residence

Resident Fellow: Scientist in Residence

Resident Fellow: Historian in Residence

Resident Fellow: Geographer in Residence

Resident Fellow: Psychologist in Residence

Resident Fellow: Sociologist in Residence

Additionally, given the size of our boarding and pastoral operation, a variety of Resident Fellow Graduate Programmes are available that support this specialist care:

*Resident Fellow: Counsellor in Residence*  
*Resident Fellow: Medic in Residence*  
*Resident Fellow: Chef in Residence*  
*Resident Fellow: Landscaper in Residence*  
*Resident Fellow: IT Technician in Residence*

## **PERSON SPECIFICATION AND ENTRY REQUIREMENTS**

**The professional competencies expected of a Resident Fellow are:**

- Be an exceptional Graduate with a strong degree or equivalent qualification;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Able to collaborate effectively with staff, parents/carers and students;
- Able to communicate clearly, with tact and sensitivity;
- Be able to maintain positive relationships, working effectively and reflectively within a large team;
- Have a readiness to be flexible, to change routines for the benefit of the wider team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing daily responsibilities;
- Be able to demonstrate strong planning and organisational skills;
- A willingness to accept responsibility for actions taken;
- The ability to prioritise effectively, meet deadlines and accept challenges.

**Desirable criteria:**

- Experience of working with children;
- Experience of working in a residential setting;
- Experience of working in an educational setting;
- Experience of boarding life.

## **GRADUATE PROGRAMME SPECIFICATION**

### **General Responsibilities**

As a Resident Fellow, 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 the students in our care. As such, our boarding staff must enjoy being with students, showing enthusiasm, patience and understanding.

In addition to the boarding role, which will include work at the weekends, Resident Fellows will work two days per week supporting academic departments or College Support Departments.

## **Graduate Programme Overview**

- Hands-on experience of delivering outstanding education and care to students in a state Boarding School environment;
- A structured training programme that will enhance your knowledge and skills across a breadth of areas;
- The opportunity to apply your specialism to enhance the provision we offer our students and staff;
- A route to develop your talent as a passionate professional in the education sector;
- A personal mentor with regular review meetings;
- Opportunity for salary progression in Year 2;
- Accommodation and full board.

Our graduate programme is a one or two year programme with pay progression in the second year with additional responsibilities and leadership opportunities. There is also the potential to progress your career within the College or wider Trust thereafter.

## **Training Programme**

Resident Fellows will receive a structured training programme that will commence in September and complete in July of the same academic year. The programme will be an amalgamation of lecture style training, workshops and hands on experience delivered by professional and experienced staff. The training will cover the following areas:

- Safeguarding and child protection;
- Positive behaviour management;
- Professional approaches to the care and guidance of children in Boarding;
- Teaching and Learning pedagogy;
- Academic curriculum awareness and understanding;
- Creating and supporting trips and visits;
- Opportunities to explore education in the Prep sector or wider Trust schools.

Resident Fellows will undertake an action research project in an area of their interest that reflects and informs the College's improvement strategy. This will be delivered to the Senior Leadership in the Summer Term.

The Resident Fellow will be responsible to the Principal, through the Assistant Principal for Boarding and Enrichment.

## **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;
- Use of specialism to enhance the experiences, education and enrichment of students' lives;
- Enhance the academic experience of pupils so that they receive a world class education through academic mentoring and tutoring;
- Enhance the wider curriculum opportunities, for example through organising trips, visits, clubs and other Wymondham Life activities in House and beyond;
- Enhance the curriculum provision, for example through sourcing academic speakers, designing teaching resources, study guides, learning resources;
- Contribute to the activities provided in the evening and at weekends for boarding students;
- Ensuring House procedures are followed and House rules are enforced;
- Supporting House boarding operations (supervising and supporting students, assisting with laundry, administrative tasks);
- Being resident and on-site during term time for five nights of the week (unless arrangements have been made with the Head of House) with an overnight responsibility to be on call and respond to emergencies, such as a fire drill or accompanying a student to Accident and Emergency;
- To cover for absent staff, such as Matrons, where possible and feasible (this will be paid as overtime);
- Resident Fellow Academic in Residence in Sixth Form will provide guidance and information to pupils on academic research, wider reading, and lectures, seminars and workshops;
- Resident Fellow Academic in Residence in Sixth Form will provide guidance and information on higher education pathways and applications.

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**

You will be assigned an average of 40 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. You will be expected to work one EXEAT weekend during the year, when your boarding house is the nominated EXEAT Duty House.

## **REMUNERATION**

### Salary Details:

- Competitive pay dependent on qualifications & experience;
- Free accommodation, including utility bills are included.

The successful candidate will be required to work evening and weekend duties in the boarding house during term time for which a flat is provided free of charge (including utilities and council tax) for the betterment of their duties.

All payments are pensionable under the appropriate Pension Scheme.

Wymondham College staff enjoy a number of non-contractual benefits, including free refreshments and meals when on duty.

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.

## **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.