

Post: Gap Year Assistant

Date of Issue: May 2024



**Wellingborough
School**

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

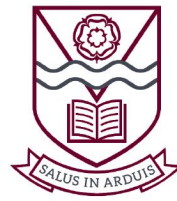
We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start Date: September 2024

Contract type: Term time, Fixed Term appointment from September 2024 to 11th July 2025

Hours of work: 42.5 hours per week between 8:30am to 5:30pm whilst the School is in session; Monday to Friday, plus Saturday Fixtures.

Reporting to: Gap Year Coordinator and thereafter the Deputy Head (Operations).

Salary: In line with NMW

Disclosure Level: Enhanced

Main Duties

Sport

- Support Sports Department in the delivery of Games and PE lessons.
- Support home and away sporting fixtures, predominantly in the Senior School, including weekend fixtures, predominantly on Saturdays.
- Support the delivery of Games lesson, (expertise/experience in rugby, football, cricket, hockey, netball or tennis would be advantageous)
- Support the planning of sporting fixtures.
- Support the meeting and hosting of visiting teams.
- Support the Sports Department with changing room supervision.
- Support the Sports Department with lesson set up and collapse.
- Support Sports Department administration, such as with Sports store/equipment management.

Co-Curricular

- Lead/support an activity as part of the After School co-curricular offering.
- Support co-curricular events such as, music concerts, award events, DofE activities *et al.*

Academic

- Support academic support predominantly in the Senior School as required, such as to, revision conferences, UCAS visits and residential trips, cover lessons and exam invigilation.

Pastoral

- Provide pastoral supervision in pastoral spaces during lunchtimes, as necessary.
- Broader School involvement
- Support high profile events, such as open days, information evenings and prize givings.

Additional Duties

- Undertake compliance training as directed by your Line Manager.
- Undertake reasonable other duties as directed by your Line Manager and/or the Deputy Head (Operations).

Weekly Timetable

- A timetable of duties based on a core programme and tailored to the week in question, will be provided to you weekly in advance by the Gap Year Coordinator (GYC).

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Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

The Process

The application form should be returned together with a covering letter, ensuring it does not exceed two pages, in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org by **9am Thursday, 16th May 2024**

Interviews will take place in w/c 20th May 2024.

The School reserves the right to make an appointment before the closing date.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

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Person Specification**

Competence	Essential	Desirable
<i>Qualifications</i>		
5 x GCSEs at grades 6-9 including English and Mathematics or equivalent academic qualifications	Yes	
Studying or have studied at A level or equivalent academic level, at a school	Yes	
<i>Experience</i>		
Recent experience as a sixth form student or adult in a secondary educational setting	Yes	
<i>Skills and Abilities</i>		
Coaching Qualification/experience in one of rugby, football, hockey, cricket, netball or tennis	Yes	
Able to run and support wide ranging physical activities and complete physically demanding tasks	Yes	
Able to work in an organised and methodical way	Yes	
Able to work with children from 3-18 yrs of age	Yes	
Able to interact with a wide variety of stakeholders and colleagues	Yes	
Numerate and literate with basic proficiency in Microsoft applications	Yes	
Enthusiasm, drive, self-motivation and good communication skills	Yes	