



WORKSOP COLLEGE
AND
RANBY HOUSE

Resident Graduate Assistant



Welcome

Worksop College and Ranby House; one community set across two schools - educating children from age two to eighteen. We're proud of being a broad-ability school - with a focus firmly on progress, recognising that every child has their own set of skills and abilities, whether it be academic, sporting, musical or otherwise. We believe that education is about more than the flight towards academic success, but about human flourishing.

We want our students to be the very best version of themselves. If they are destined to attend an established University, here is where they will flourish, or if they are an outstanding sportsperson, here is where they will hone their skills. Perhaps they are a talented artist or musician, here is where they'd perfect their craft, but if these talents are yet to be revealed, here is where they'll be discovered.

We are a remarkable school, in a stunning setting, with exceptional facilities and a talented teaching staff. At our school, what matters is the individual, their aspirations and their future.

A message from our Headmaster

“Worksop College and Ranby House Preparatory School are remarkable schools in stunning settings with exceptional facilities and a talented teaching staff. To us though, they are “one School” with our staff working together to achieve exceptional results.

Success, in whatever field, takes hard work and even involves failure along the way. For us what matters is the individual, their aspirations and their talents.

The same can be said for our Graduate Assistant Programme. We are now approaching our ninth year of the programme and are entering the exciting phase of recruiting for our 2023 intake. Come and see for yourself, from this website and from a visit to the school, what the future could hold for you. This is a tremendous opportunity for exceptional graduates who want comprehensive experience and training in a thriving, happy and successful School”.



Our Value System

A golden thread that links from our school motto, right through to our pupil charter - our value system is a way of life. From the way we recruit, to the business decisions we make, teaching styles to personal development reviews, our value system is a blueprint for the way we behave and the vision we have for our pupils.

Our motto	Semper ad Coelestia Always to the heavens		
Our vision	We support, encourage and challenge - creating exceptional people who leave with confidence, resilience and humility		
Our Values	Bold & Ambitious	Inquisitive & Thoughtful	Supportive, yet Challenging
Our Learners	Independent, Adaptable, Resilient		



Where we are

Set in 400 acres of stunning North Nottinghamshire woodland, Worksop College and Ranby House has the benefit of a sprawling campus, with some of the best facilities in the county. The major cities of Sheffield, Doncaster and Nottingham are an easily commutable distance and give the school a secure and rural feel, whilst enjoying a comfortable proximity to city life. In addition, Worksop's location on the edge of Clumber Park and with ease of access to the A1, M1 and East Coast mainline make it an ideal place to live and work. Major university cities Leeds and York are easily accessed by road or rail, as are Newcastle, Edinburgh or London, allowing for academic visits or personal enjoyment in the generous holidays. The Peaks, the Dales, even the Borders are also within easy reach.

The Programme

Our Graduate Assistant Programme was born in 2012 and we are proud to say we've gone from strength to strength as it continues to evolve.

These roles are offered annually on a fixed term basis to recent University Graduates or Undergraduates seeking a year in industry. The purpose of our programme is to encourage the pursuit of further academic qualification and to provide experience for talented individuals in an academic environment.

This year we would love to hear from candidates with specialisms in any academic subject but extra-curricular skill in Sport would be of particular interest.

The programme is designed to give our Resident Graduate Assistants an all-encompassing experience of school life working and living in an independent school. You will live on site, either at the College where the pupils are aged 11 to 18 or at our Prep School, working with our younger children aged 2 to 11.

Both schools require consistently high delivery from our Graduates - the experience will be hugely varied with exciting opportunities for the right people.

Each year we look for enthusiastic and talented candidates who are excited about providing an inspirational education, and supporting our teaching staff in delivering this. The programme starts each year with three compulsory orientation days which take place in June each year. The main induction will take place prior to the new School Term at the beginning of September 2024. The post allows time for personal study, but is intended to suit someone with an interest in pursuing a career in education.



The Role

In the classroom

In the first few months Graduate Assistants are given plenty of opportunity to observe lessons and learn about teaching. You will be expected to support the teachers by preparing some of the activities before the lesson and also assisting in class, where you feel comfortable, during class activities.

As the year progresses, if you are keen and we are confident, you can progress to teaching elements of classwork with the support of the class teacher – so there are lots of opportunities to learn more and test your communication skills.

The Houses

Outside the classroom you will get assigned to one of the school's seven Houses. Here you will get to know the students in an entirely different environment. Your role in the House is very much one of support for the House Team.

As time progresses and you become more comfortable in the house environment, you will be expected to be available for duty nights. It might be weekly, fortnightly, or just as and when required. The duties involve overseeing prep times and bedtimes. You may also be asked to tutor some students, becoming a 'first port-of call' both academically and for extra-curricular guidance. You will also have the opportunity to gain a Boarding School Association online 'Induction in Boarding' qualification.

Sport

Coach, manager, first-aider, referee and chief organiser.

There are four games sessions a week (one junior, one senior and two combined). Where you are comfortable/qualified, you will be involved in delivering these sessions in some way. We offer a full range of sports from hockey, netball, rugby, cricket, tennis, swimming and athletics and cross country. There is also an alternatives games programme running alongside this.

School fixtures usually take place on Wednesdays and Saturdays and you will travel with your team (possibly driving a school minibus - once qualified) and offer support, again as coach, referee etc.

Evening Activities

The school offers a wide range of evening activities that run between 8 and 9.30pm. On three nights a week you will either oversee students in the gym, sports hall, on a pitch or at one of our many activities and societies. If you are based at the Prep School you will supervise and support staff with the evening activities and boarding routines. School activities run between 4.10 and 5.10 and include a range of clubs from Scuba Diving to Computer Programming. After tea the pupils will be supervised in an evening 'prep session', before taking part in an evening activity. The evening activity is organised or supervised by the 'Graduate on duty'. From 8:15pm House staff and Graduates assist with ensuring pupils follow the 'routines' before bedtime. You will be expected to work between two and three late duties each week and depending upon the number of boarders, you may be expected to provide overnight cover once or twice per week.



Benefits of working with us

Working at Worksop and Ranby House is as much about a lifestyle choice as it is about pursuing a satisfying career path. We have high expectations of our staff and reward with an attractive benefits package, which includes:

- An annual allowance, paid monthly, September 2023 to July 2024 with term-time only working
- On site free accommodation
- Free Laundry service
- All meals provided during term-time
- Mentoring by experienced and motivated staff
- Longer holidays than the maintained sector
- Access to gym, sports hall and swimming pool
- Discounts across a number of retail and hospitality outlets
- Free onsite parking

Application Process

All applicants must complete an application form through <https://www.tes.co.uk/jobs> along with a completed Staff Suitability Declaration form and a covering letter. Under the Schools safer recruitment policy, we are not able to accept CVs and incomplete application forms will not be considered. Please refer to the job description for the role to help you complete your application form. Please also send us a covering letter detailing what you feel you can bring to the role if you are successful.

All shortlisted candidates will be reference checked prior to their interview and if successful will have an enhanced Disclosure and Barring Services check to ensure that they are cleared to work within a School.

Full details of the process for the interviews will be sent out prior to interviews taking place.

For an informal chat about the role, please contact Ian Parkin (Assistant Head Co Curricular) who currently leads the Graduate programme. You can contact him directly on i.parkin@wsnl.co.uk for more information.



Statutory requirements & equal opportunities

Safeguarding & Child Protection

For this post applicants must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

Disclosures

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record, which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Equal Opportunities

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.



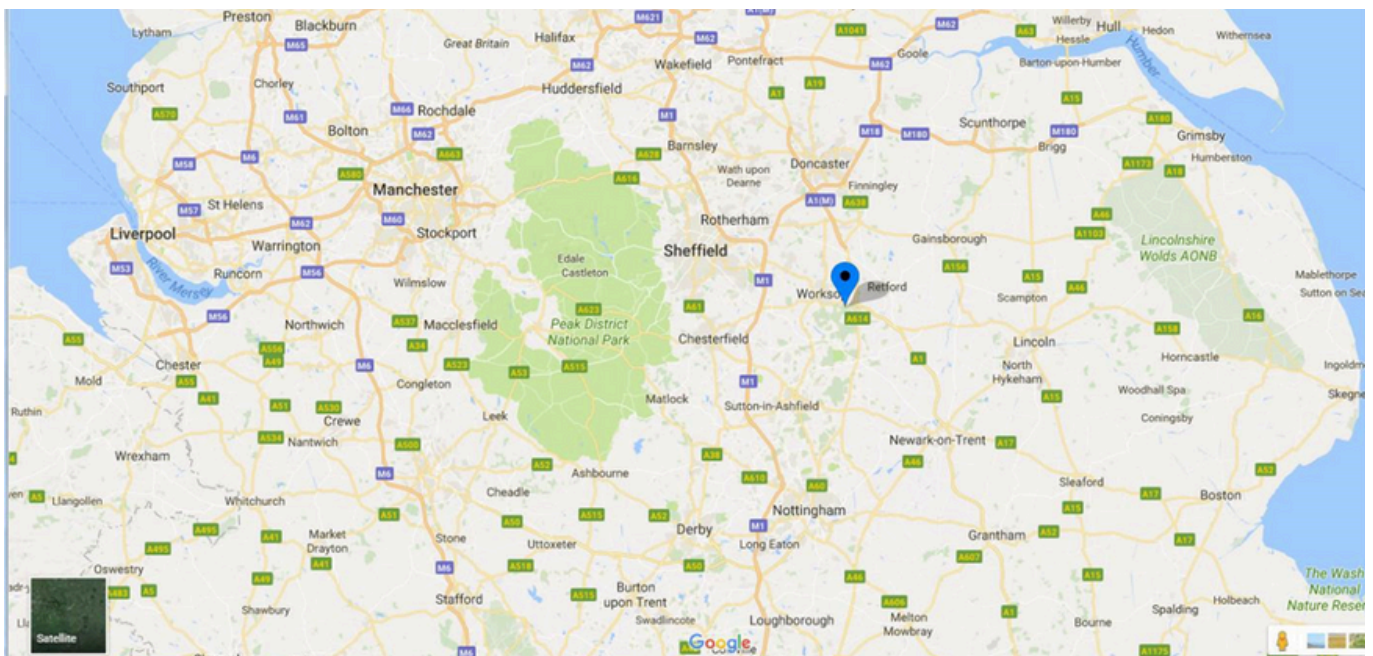
Getting to Us

By road

Worksop College is easily accessible by all major roads and just 10 minutes from junction 23 of the M1. If driving, please use S80 3AP for your Sat Nav. The AA's online route planner is a useful way of determining the route and distance ahead of your journey. For Ranby House School (located just 15 mins away), please use DN22 8HX

By Rail

Retford station is approximately 15 minutes away and the journey will take less than 1.5 hours from Central London.





**WORKSOP
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