



**WORKSOP COLLEGE
AND
RANBY HOUSE**

Resident Graduate Assistant Information Pack September 2020 – July 2021

Worksop College and Ranby House Preparatory School



Our Headmaster's vision for our Graduate Assistants.....



"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 Graduates Assistant Programme. We are now approaching our seventh year of the programme and are entering the exciting phase of recruiting for our 2018 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".

Set in their own grounds of a combined 360 acres, the School boasts first class facilities including a Chapel, Library and music and sports facilities.

Worksop College grounds are adjacent to Clumber Park and include an 18-hole golf course, an indoor swimming pool, a Sports Hall, tennis courts, netball courts, an Astro turf hockey pitch, an athletics track, four cricket pitches, six rugby pitches and two football pitches. The school has a strong Christian ethos, but welcomes pupils from all faiths or those who have no faith at all.

The Programme:

Our Graduate Assistant Programme commenced in 2012 and we are proud to say that year on year the programme has gone from strength to strength as it continues to evolve.

These roles are offered annually on a fixed term basis to recent University Graduates. 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. These positions are intended to suit individuals with an interest in pursuing a career in education. This year we would love to hear from recent graduates with specialisms in Art, Science, Music, and Sport and also Graduates interested in joining our Prep School.

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 at your chosen School either at the College where the pupils are aged 11 to 18 or at our Preparatory School with the younger children aged 3 to 11.

The College and the Preparatory School require consistently high delivery from our Graduates on the programme, the experience will be hugely varied and the opportunity for future Teaching opportunities will differ due to legislation surrounding our early year's pupils but both are exciting opportunities for the right people.

Each year we look for enthusiastic and talented recent graduates who are excited about providing an inspirational education and supporting our teaching staff in delivering this. Your involvement in the wider aspects of the boarding and school community is essential.

The programme starts each year with 3 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 2020.

The post will allow time for personal study, but is intended to suit someone with an interest in pursuing a career in education.

Graduate Assistant Duties

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 opportunity to learn more and test your communication skills.

The Houses.....

Outside the classroom you will get assigned to one of the schools 8 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 Housemaster or Housemistress.

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' for them both academically and for extracurricular guidance. You will also have the opportunity to gain a Boarding School Association online 'Induction in Boarding' qualification.

Extra-curricular....

Sport.

Coach, come 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, Kayaking or trampolining – you could be involved in any.

School fixtures usually take place on Wednesday and Saturday afternoons 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 College offers a wide range of evening activities that run from 8-9.30pm. On 3 nights a week you will either 'oversee' students in the fitness suite, sports hall, astro-turf or evoke thoughtful discussion at book club or with the philosophy society. Alternatively, you are encouraged to suggest any new activities and promote them as you feel appropriate.

If you are based at the Preparatory School you will be expected to 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.



What else we can offer for the right people

This is a fantastic opportunity to observe teaching and to become part of a prestigious, high achieving school. It is an ideal opportunity to assess whether a career in teaching is right for you.

Exceptional candidates may subsequently be offered support to qualify as a teacher where we have a need in their subject specialism.

What we give in return

- On site free accommodation
- Free Laundry service
- Use of our facilities (including a gym, swimming pool, tennis courts)
- All meals are provided during term-time
- An annual allowance, paid monthly, September 2020 to July 2021.

If you are excited about the prospect of joining our School either at Worksop College or at the Preparatory School then please follow the application process.

Application Process:

All applicants must complete an application form which is available on our website www.wsnl.co.uk along with a completed Staff Suitability Declaration form and a covering letter. Under the Schools safer recruitment policy, we are not able to accept CV's 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.

The School is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment.

Worksop College and Ranby House Preparatory School forms part of the Woodard Family of Schools.

Founded in 1847, Woodard Schools form the largest group of independent Church of England schools in England and Wales.

They offer the highest standards of academic education coupled with a supportive and nurturing environment where every individual is encouraged and valued.