



CANDIDATE BRIEF

Graduate Assistant (Resident or non resident)





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale. Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - Graduate Assistant (Resident or non Resident)

- **Full time, term time only – 40 hours per week.**
- **£23,795 FTE which is £17,709 per annum, pro rata for term time only.**

Sibford School Sibford School is a co-educational, independent day and boarding school for children aged 3-18 based on the edge of the Cotswolds. We have a large campus with a wide range of facilities available to our pupils. We offer excellent pastoral care, small class sizes alongside a diverse education that builds a strong foundation for learning, while encouraging our students to learn about themselves and the world around them.

We are seeking to appoint two Graduate Assistants for the 2024/25 academic year. This is an excellent opportunity if you are seeking to develop a career in teaching or passionate about working with young people in another capacity.

Graduate Assistant – Music and Drama

You should have a keen interest in Music and Drama (playing an instrument and having some drama experience would be an advantage) and looking to pursue a teaching or related career in these areas.

Graduate Assistant – Physical Education & Sports

You should have a passion for sport and physical education (taking part in sporting team activities would be an advantage) and want to pursue a career related to teaching Sport and PE.

To be considered for either of the above roles you will be:

- Educated to graduate level, degree or equivalent.
- Live in the UK, have the right to work in the UK.
- Have a good standard of written and spoken English.
- Willing to support various aspects of school life, including some boarding and weekend duties.
- Warm and friendly nature to be able to build positive relationships with pupils.

We will seek suitable references, a valid DBS Check and undertake a Right to Work in the UK check (Sibford School does not offer sponsorship).

Working Hours:

40 hours per week, with some evenings and weekends. Term time only, 34 weeks academic year.

Accommodation can be provided on a 'house share' basis. A subsidised accommodation charge applies but this includes utilities and meals provided Monday to Friday during term time. Further information on accommodation is available.

Closing date: 2nd May 2024 at 12pm.

Interviews: Week of 13th May 2024.



THE ROLE - Graduate Assistant, resident or non-resident

Reports to: Heads of Key Stage

Key contacts: Resident Graduates, Heads of Key Stage, Head(s) of Department, Boarding staff and students, teaching and administrative staff, Head.

Overall Purpose: The role of the Graduate Assistant is to assist the academic and pastoral development of the pupils in the school and to undertake a variety of additional tasks that support the wider day to day operation of the School. This position will provide the post holder with a unique opportunity to explore a possible future career in teaching or one of the caring professions.

The nature of the specific responsibilities and role will, in part, depend on the strengths, interests and aptitude of the post holder. There will be opportunities to experience different aspects of the life of this busy community.

Key Responsibilities:

Support the work of allocated teachers/departments by:

- Providing administrative support to support pupils on educational visits, in practical and sporting activities.
- To assist with the delivery of lessons across the school.
- To support with wrap around care in the Junior School as required.

Support the work of Boarding House parents by:

- Assisting with boarding house duties
- Contributing to the extra-curricular programme offered to boarders

Key performance measures:

- Work independently and with the other Resident Graduates and the Heads of Key Stages to ensure that departments and students feel well-supported
- Positive involvement in the life of the school
- Positive feedback from staff who Resident Graduates are supporting.
- Reliability, punctuality and positive role model.

Skills and Competences required in the role:

- Evidence of flexibility and adaptability
- Ability to work without direct supervision – to be a self-starter
- Good sense of humour and an ability to work effectively in a team
- Effective communicator with a flexible approach
- Ability to interact with a wide range of people

We have suitable shared accommodation on site, which is available as part of the package due to the hours of the duties which may sometimes need to be worked.

The graduate will be paid a salary, with school meals provided during working hours and they may choose to live either on or off site.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	Graduate level, degree or equivalent	
Skills and aptitudes required	Strong literacy and ICT skills and a good standard of written and spoken English	Willingness to train to drive a minibus for outside of school activities
	Ability to inspire and engage pupils	
	Motivated to learn and develop new skills in a school environment	
	Ability to relate to and assist pupils to develop their knowledge and understanding in relevant subject areas and extra-curricular activities	
	Willing to support various aspects of school life, including some boarding and weekend duties	



PERSON SPECIFICATION

Requirements	Essential	Desirable
Interests	Commitment to continued professional development and willingness to attend training events as and when required.	
	A keen interest in music and drama or sport and physical education.	
Personal qualities required	Enthusiastic, creative and passionate about supporting pupils through their education journey.	
	Confidentiality, a sense of humour, organisation, creativity, reliability.	
Circumstances	Flexibility to assist various departments across the school as requested by the Heads of Department and other staff.	Able to attend some meetings out of normal school hours.



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

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

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date: 2nd May 2024 at 12pm.

Interviews: Week of 13th May 2024.

We reserve the right to close prior to this date should sufficient applications be received.

Please complete an application form and equal opportunities form and send them to us at vacancy@sibfordschool.co.uk We look forward to hearing from you!

