



HOLYPORT COLLEGE

CANDIDATE INFORMATION PACK



Holyport College is a co-educational state day and boarding school for students aged 11 – 19 years, providing an outstanding, all-round education.

Welcome to one of the most unique and exciting opportunities in education today. It is my privilege to be the first Head Master of Holyport College, a school where the care and achievement of every student is central to all that we do.

Opened in September 2014, we have got off to an excellent start and we are one of the most over-subscribed schools in the Royal Borough of Windsor and Maidenhead. Our students are happy, well-motivated and are already making rapid progress in their learning. We expect them to give of their best in all that they do and we haven't been disappointed. If you want to work with well-mannered young people who want to succeed, Holyport College is the place to be.

Boarding is central to all that we do. In September, we will have over 200 boarders and our Resident Fellows provide sporting, musical and cultural activities to enhance our boarding offer. Our past and current RFs have been very successful in securing teacher training or study at Master's level.

Our staff are central to us achieving our aim of inspiring and motivating each of our students to aim higher and achieve more than they ever thought possible. You will be part of a well-supported team of professionals in an exciting, progressive and ambitious educational environment.

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we will forge our own path and identity to become one of the country's best schools.

Our website will help you to get to know us more. However, if you have any questions, please do not hesitate to get in touch – hmpa@holyoportcollege.org.uk

A handwritten signature in black ink that reads "Walter Boyle". The signature is written in a cursive style with a long horizontal line extending to the right.

Walter Boyle
Head Master

JOB DESCRIPTION – RESIDENT FELLOW

REPORTS TO:	House Master
START DATE:	September 2019
CONTRACT:	Fixed term contract to August 2020
SALARY:	£13987 per annum (£17000 FTE), plus accommodation and meals

THE POST

Holyport College seeks to recruit four outstanding individuals, preferably recent graduates or people with equivalent experience, to the post of Resident Fellow.

THE ROLE

Resident Fellows primarily work in the boarding house to assist in the supervision of boarders. They contribute to the College's co-curricular programme and assist with administrative duties, organise trips and events and liaise with parents. Duties include a variety of daytime, evening and weekend work, including in-class support for pupils who need extra support. The role has served as an excellent springboard into teaching with many of the current post holders securing teacher training places for next year.

KEY RESPONSIBILITIES

- Assist with pupil supervision over break and lunch times both in house and the College Refectory;
- Assist the House Master/Mistress with administrative duties;
- Make a significant contribution to the organisation and delivery of the College's co-curricular programme;
- Assist in the supervision and co-ordination of weekend boarder activities;
- Encourage pupils to engage in clubs/activities and societies;
- Maintain good order, appearance and behaviour in the boarding house at meal times and throughout the College as a whole;
- Alert the House Master/Mistress to any issues promptly;
- Provide 'on call' cover for absent colleagues in the boarding environment or in class as and when required;
- Attend house meetings where required;
- Assist in emergency evacuations of the boarding house.

COLLEGE CULTURE

- Support the College's values and ethos by contributing to the development and implementation of policies, practices and procedures;
- Help create a strong College community, characterised by consistent, orderly behaviour and caring, respectful relationships;
- Help develop a culture and ethos that is committed to achievement.

OTHER

- Undertake other various responsibilities under the reasonable direction of the SLT or Head Master;
- Routinely be in your accommodation by 10.30pm so that the House staff can secure the house for the night;
- Occupy your accommodation whilst the boarding house is in operation.

You will be entitled to eat all meals in the School Refectory during term time

PERSON SPECIFICATION – RESIDENT FELLOW

QUALIFICATION CRITERIA

- Qualified to degree level (or equivalent);
- Experience of working with young people (includes work in the voluntary sector);
- Right to work in the UK.

SKILLS AND ATTRIBUTES

- Enjoy working with young people and assisting them with their personal and social development;
- Have a keen sense of humour;
- Be energetic, flexible and positive;
- Be imaginative, articulate, adaptable and keen to make a difference;
- Act professionally and as a role model for pupils when on site;
- Commitment to the safeguarding and promoting the welfare of all pupils;
- Possess excellent ICT skills;
- Be able to make a significant contribution to the College's co-curricular programme, in sport, music, drama and/or other areas likely to be of interest to young people.

APPLICATION INFORMATION

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

APPLICATIONS

Applications should be returned by e-mail to careers@holypportcollege.org.uk. Interviews will be held on receipt of application.

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;

Applicants may also provide Curriculum Vitae to supplement information given in the Application Form.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.