

# Think Freemen's



Appointment of  
**GRADUATE ASSISTANTS**  
INFORMATION FOR CANDIDATES

# Introduction

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**These are exciting times at Freeman's. There is a new Senior Leadership Team in place which is moving the school in new and challenging directions as we deliver on our mission of inspiring our children to learn, lead and make a difference. We believe that if we can motivate and inspire pupils and staff to give of their best at all times, the School will continue to grow and thrive.**

The School was founded by Warren Hale in Brixton in 1854 to provide a 'religious and virtuous education' for the orphaned children of Freeman of the City of London. Freeman's moved to its present site, Ashted Park, in 1926, following expansion, and is today a non-denominational school with a strong ethos of community and service in accordance with values and wishes of its original founders. It occupies a magnificent site with modern buildings alongside the original house set in 57 acres of parkland.

Freeman's today is an independent co-educational day and boarding school for 920 pupils aged 7 – 18. The Junior School (ages 7 – 13) has 400 pupils on roll; the Senior School (ages 13-18) has 520 pupils on roll, approximately 300 of whom are in the Senior School. Pupils enter the School at 7, 11, 13 and 16 and the School is oversubscribed at every level. About fifty-five pupils are boarders, most of whom are international students. The majority of boarders are in the Sixth Form.

Whilst the School's academic record is amongst the highest in the country, the focus within the School is on every individual finding a path which is appropriate for them. The emphasis in the Junior School is on Kindness, Honesty and Fun and the Senior School picks up that message with a pastoral programme that emphasizes the importance of a strong, supportive community in which every member, staff and student, feels respected, supported and valued. As a result, we are able to support our young people to successfully meet the tests of life they face every day.

Freeman's is academically selective and is the leading co-educational school in the area. Pupils achieve excellent results. Although the events of 2020 were extraordinary in many ways the exam results are reflective of our historical trends. A Level: A\*s - 44%, A\*/A - 79% and GCSE: 9s - 43%, 8/9 - 72%. The majority of students from Freeman's go on to University study at either Russell Group or Oxbridge, although the nature of the School is happy to accept a diverse range of destinations appropriate for the needs of the students, this includes studying abroad and apprenticeships.

Although the academic is the 'bread-and-butter' of life at Freeman's, we provide a truly holistic education for the young people in our care and the School is rightly proud of the high standards achieved in sport, music and drama and



by the range of enrichment opportunities available to pupils in the school.

The School is one of three independent schools managed by the City of London Corporation (The City). The City provides financial support in the form of bursaries and scholarships. Other links with the City of London and the Livery Companies are strong. In the past ten years, more than £20 million has been invested in facilities at the School, and Freeman's has embarked on an ambitious building development plan to further enhance its teaching, recreational and boarding facilities. Our contemporary



In the past ten years, more than £20 million was invested in facilities at the School, and Freeman's has embarked on an ambitious building development plan to further enhance its teaching, recreational and boarding facilities. Our contemporary Music School, award-winning swimming pool and stylish boarding house have been completed and a refurbishment of the Georgian Mansion house, designed by Sir Thomas Wyatt will be completed during the next academic year. This will give our Sixth Form a new home in the heart of the School. This will be followed by developments to our Junior School



Freeman's is a forward-looking school with an ambitious agenda to support development. In addition to the building plan, the School is currently seeking:

- continued development of our proactive approach to student wellbeing, enabling all children to thrive at the School and beyond;
- to renew the Curriculum so that it reflects the developing needs of young people today and in the future;
- to embed a comprehensive staff development programme, which encourages the professional development of all staff in line with their own aims and those of the School;
- to further develop the School's approach to teaching, learning and innovation and has, to this end, recently made additions to the SLT in order to better support teachers;
- to deliver our IT strategy, which will equip students and staff with the tools they need to thrive at the School.

There are approximately 113 full and part time teaching staff in the Junior and Senior schools and they provide committed and inspirational support for students at the School. A small number of staff involved in boarding live on site. Staff facilities include a modern and well-equipped staff room in both the Senior and Junior Schools. There is substantial technical support in the Sciences and technical subjects and excellent facilities to support teaching and administrative duties.

Transport links are good; the School is a mile from Ashted station with regular services to Epsom and London and south to Leatherhead and Guildford. The M25 junction 9 is a seven-minute drive from the School.

The current version of the Good Schools Guide summarizes the School thus:

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*A school that produces confident, motivated, happy young achievers. A blessing*



*to parents looking for a high-quality stress-free educational route that will take their academically able sons and daughters from age 7 right through to 18. Almost unique in this neck of the woods.*

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# Mission Statement and Aims

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## Our mission:

We want children at Freeman's to learn, to lead and to make a difference.

## Our aims:

We will do this by:

- nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;
- providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;
- establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;
- encouraging responsibility and capability; honesty and reliability; pride and passion;
- promoting determination and innovation; flexibility and adaptability; kindness and consideration; fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.



# The Graduate Assistant Programme

## About the Programme

The role of Graduate Assistant at Freeman's is a broad one and intended to give a fantastic introduction to the richness of working in a school. Participants are given the opportunity to be involved in a variety of aspects of school life, meeting more pupils than many of the 'regular' teaching staff, such is the breadth of the role. The focus is getting the Graduate Assistants practical experience of teaching, whether that is inside a classroom, on the sports pitch, in the Music Recital Hall or the theatre. By the end of the year, we want Graduate Assistants to be confident in planning and delivering quality lessons on their own. The scheme is designed so that we can pursue this goal at each Assistant's own pace and with support every step of the way. A central part of the Graduate Assistant role is the contribution they make to the co-curricular life at the school, they will be encouraged to share their passions and interests, passing them on to the pupils through clubs at lunchtime or after school.

Graduate Assistants are an integral part in the life of the Boarding House. The newly built boarding house offers a home to our boarding students and we ask that the Assistant's support the Head of Boarding in making the house as warm, welcoming and homely as possible. Assistants will support the day to day running of the house, including mealtimes, evening duties and 5 weekends a term offering trips and activities for the students. Working in the Boarding House is a privilege and the boarders greatly appreciate the time that Assistant's give to organising activities for them.

The year of a Graduate Assistant will be challenging and at times remarkably busy, but it should also be hugely exciting and rewarding. Freeman's is a spectacular school and a special community; the commitment put in will always be reciprocated by the pupils, which makes the job so fulfilling.

The *Graduate Assistant Programme* is overseen by the Teacher Training Coordinator who provides the role of a school mentor, offering pedagogical and pastoral training, alongside opportunities to self-reflect through fortnightly meetings with other Graduate Assistants. Each graduate also receives a department mentor in the subject of specific expertise, providing support and subject specific training that gives the graduates a head start as they decide whether to undertake their Initial Teacher Training.

Graduate Assistants will be expected to be flexible members of the school community. Willing to get involved in every aspect of school life from helping on the sports field, to accompanying trips and visits with all age groups and contributing to the co-curricular programme. They will also be expected to be actively involved in the boarding life of the School, assisting with duties in our new purpose built mixed boarding house, playing a key role with the pastoral care of boarders.

## Programme Objectives

- To provide Graduate Assistants with opportunities to experience all aspects of school life;
- To put in place well trained, experienced and able colleagues to act as subject specific and pastoral mentors;
- To provide training, guidance and support by the Graduate Assistant Coordinator aimed at supporting the Graduate Assistant in securing a place on a teacher training programme;
- To support, guide and develop staff practice which will lead them to taking timetabled lessons as requested, working with small groups as directed and taking occasional responsibility for a class;
- To support their pastoral care training so they can assist with the pastoral care of boarders, organising and supervising activities.

## Training received

- A fortnightly reflective team meeting;
- A tailored timetable bespoke to your experience and needs;
- Behaviour management;

- Lesson planning;
- Self-evaluation and observing others;
- Differentiation;
- Pupil data tracking;
- Teaching standards;
- Assessment – formative and summative;
- Trips and visits;
- SEND and EAL;

### Requirements to join

- A UK Honours degree with 2:2 or above or equivalent;
- GCSE Maths and English with Grade C/level 4 or above (for Primary trainees they must also have Science at Grade C/4 or above);
- Any overseas qualifications must be certified by NARIC to confirm equivalency to the above;
- To have found a week's work experience in a school.

### Benefits

- The perfect start to decide if the teaching profession is for you;
- One-year programme;
- Gain experience of the academic, boarding and co-curricular roles in a school;
- A room in shared accommodation is offered to Graduate Assistants;
- Option to convert to the Graduate Teacher programme if a position arises.



# The Role

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## Reports to

Head of Boarding and Teacher Training Co-ordinator

## Purpose of job

To assist with teaching and supervisory duties throughout the School and to take an active role in boarding.

## Responsibilities

### General

- To assist with timetabled lessons as required; including as a teaching assistant, working with small groups as directed, and teaching classes independently;
- To assist with a tutor group, as required;
- To assist with the games and co-curricular programme of the school at lunchtimes and after school including, as required, the supervision of the changing rooms;
- To assist with the supervision of after-school homework club at least once a week;
- To undertake a 30-minute Duty (e.g. playground supervision) as instructed by Deputy Head;
- To join day and residential school trips from any section;
- To take responsibility for a sports team/s or another group of pupils e.g. ensemble/orchestra, drama production etc as directed;
- To assist with co- and extra-curricular curricular provision within main department e.g. sports fixtures, clubs, rehearsals, as directed;
- To encourage the children to be courteous and well-mannered when around school;
- To lead cover lessons as instructed by the Deputy Head;
- To be assigned to a specific House in the School's House system and to help with the organisation of the running of that House under the leadership of the Junior and Senior Heads of House;
- To assist with photocopying/display work and general administration as required;
- To show commitment to our Graduate Assistant training programme which focusses on the initial steps to become a trained teacher.

### Boarding

- To be available in the boarding house 5 weekends a term, or more, as required;
- To assist with the supervision of mealtimes when on duty and to take charge at breakfast or supper as required;
- To play a role in assisting with the pastoral care of boarders, organizing and supervising activities on evenings and weekends when on duty;
- To be on duty one evening a week within the boarding house until 10.30pm;
- To accompany Boarders on trips and social activities as requested;

- To help the Head of Boarding ensure that there is a pleasant atmosphere and calm discipline in the House at all times;
- To see that rooms are kept tidy;
- To assist with the arrival and departure of boarders at the beginnings and end of terms;
- To assist in the distribution of clean clothes and see to the neat appearance of children taking part in matches, outings and other visits;
- Any other duties as reasonably required by the Head of Boarding.

### **Year 3 Graduate (Reporting to Head of Year 3/Form 1)**

Duties as laid out in General and Boarding sections above. And:

- To offer academic and pastoral support in the Form 1 classrooms;
- To offer 1-1 extra support for any children that the H o Yr deems necessary, small group activities/extension/ listening to readers;
- To be available for registrations to free the H o Yr/form staff to have meetings with parents/colleagues/children;
- To attend PE and games with Form 1.
- To assist with moving the children around the site (particularly in the early weeks), break time supervision, guidance to the bus stop etc.;
- To accompany pupils on day and residential trips as requested;
- To assist with photocopying/display work and the demands of small children with regards finding possessions, helping pack and unpack bags etc.

### **Training**

The Graduate Assistant may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. The cost of this training and reasonable expenses (which must be approved in advance by the Director of Teaching Learning and Innovation) will be borne by the school.

### **Additional Information**

Freemen's is committed to safeguarding and promoting the welfare of children. The post holder must be willing to undergo child protection screening appropriate to the post, including checks with the Disclosure and Barring Service.



# Person Specification

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The School is seeking to appoint energetic and enthusiastic graduates who can demonstrate an affability with children, initiative and an interest in contributing fully to every aspect of school life, together with strong organizational and ICT skills.

The School operates a programme of induction for new members of staff and successful applicants will be supported by a mentor.



# The Appointment

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The interview process includes delivery of a lesson. We are a school where everyone is expected to develop their skills and we spend a lot of time and energy reflecting and improving. Below are our 6 classroom principles for excellent learning and teaching and we will look for these principles in that lesson.

The School's Vision and Values are fundamental to all that we do and can be viewed on the School website [www.freemens.org](http://www.freemens.org). Our six principles in teaching are:



Single accommodation within a shared house will be provided together with all meals taken with students during term time. The total remuneration package offered for this role is worth £22,500 per annum with a basic salary of £14,210 per annum. The TPS superannuation scheme is operated at the School, though the appointee may opt out as desired. This salary recognizes that the Graduate Assistants will enjoy accommodation and living expenses which include payment of all utility bills and council tax.

A no-smoking policy applies throughout the School site.

# The Bothy

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Graduate Assistants are provided with single accommodation in The Bothy which is a 5-10 minute walk from the School.



## Applications

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### How to apply:

Applicants are asked to complete an application form and enclose a full and up to date CV along, with their letter of application addressed to the Headmaster. Applications should be sent to [CLFS-Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk) to arrive no later than **9am on Wednesday 28<sup>th</sup> September 2022**

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).

Interviews will be held at the School on Friday 7<sup>th</sup> October 2022. Remote interviews could be available if required. Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to meet members of the Senior Leadership Team and other staff. Applicants will be expected to complete a task as part of the interview process.



**CITY OF LONDON  
FREEMEN'S SCHOOL**

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Visit [www.freemens.org](http://www.freemens.org)

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