

Welcome

I am delighted that you are considering applying for the Fixed term position of Graduate Assistant Boarding for the Lent and Trinity Terms (from January to July 2026).

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a lively, professional and adaptable individual to join our team as a Graduate Assistant Boarding. This is a role that can be shaped according to the skill set of the successful candidate.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Natalie Miller

Director

Wisbech Grammar School

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn.

History and development

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Applications to be received by 17:00 on Wednesday 26 November

Interviews: Will take place week commencing 01 December 2025 – Date to be confirmed.

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



Job Title	Graduate Assistant Boarding
Reports to	Head of Boarding
Hours of Work	This is a fixed term contract starting 01 January 2026 to 05 July 2026. We would expect the Graduate Assistant to be in residence 48 hours before the start of each school term.
Duty Pattern	12 hours mid-week working in main school hours to fit the needs of the school (Best fit in line with the applicants profile) 2 week-night duties overnight through to morning (17:30-08:30) per week Weekend duty rota with an expectation to work two weekends out of three Contribution to the half term supervision rota as agreed with the Head of Boarding Key role in the emergency on-call provisions. Also on allocation there will be personal protected off duty time (a single 24 hour period or two 12 hour periods off midweek, and one weekend in three)
Holidays	Holidays will be taken in School Holidays (Christmas, Easter and Summer). Boarders will have the option to stay at school over half term holiday and you will be on the staffing rota for these periods. Holiday dates to be agreed in advance with the Head of Boarding.
Probation	In accordance with School policy, this appointment will be subject to a six month probationary period.
Benefits	Wisbech Grammar School provides • Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution • Fee discounts for dependent children • Cycle to Work Scheme, Discount Voucher Scheme, Wellbeing support
Safeguarding	WGS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS). The postholder is responsible for ensuring that they undertake, read, digest and adhere to all mandatory training.
Data Protection	In the course of employment at WGS, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. Wisbech Grammar School is registered under the General Data Protection Regulations 2018 (GDPR) and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Principal Role

2019 saw the launch of an International Strategy and the opening of the first boarding House at Wisbech Grammar School. This was the first time in its long history that the School has had boarding provision. The second international boarding house opened in January 2021. Boarding continues to go from strength to strength.

Wisbech Grammar School aims to enable its boarding pupils to develop academically, socially, culturally and emotionally in a homely and friendly environment, where mutual trust and respect between pupils and staff are the fundamental guiding principles on which boarding will be based. All pupils are encouraged to live in harmony with one another.

The appointed individual will be expected to play a key role in the boarding provision and supporting our boarders. There is also an expectation that they will be an enthusiastic member of the wider school community, participating actively in school life and developing their personal skill set with support of more senior school staff.

The aim of the post is to assist in the day to day running of the House; to support the Head of Boarding and other boarding staff, to ensure the safety, good discipline and pastoral well-being of all pupils in the House. Your role will vary daily so an element of flexibility and proactivity will be expected. It is essential that you are willing to support pupil learning within the curricular and/or extra-curricular areas of the school during your contact working hours; it is likely that subject specialists will be able to guide your development and educational knowledge base.

This is a residential post which is currently ensuite accommodation in one of our boarding houses

Detailed role

- To work alongside the boarding and household team in the fulfilment of the boarding duties as organised and managed by the Head of Boarding.
- To set a positive example as key role model for pupils; particularly within boarding.
- To develop an awareness of the implications of the National Minimum Standards for Boarding Schools for the welfare and pastoral care in the House.
- To understand and ensure that pupils understand the aims and objectives of boarding in the House, and the principles on which community life in the House is based.
- To ensure the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by all staff as needed, so that individual opportunities, talents and potential are developed and maximised.
- Under the guidance of the Head of Boarding to liaise with the medical personnel (both internal and external) to ensure that pupils' medical requirements are properly catered for and to encourage pupils to adopt a healthy lifestyle.
- To liaise with the school housekeeping staff to ensure that pupils' clothes and personal belongings are used appropriately and housed securely and tidily; to ensure that the tone set by the Head of Boarding is followed by the pupils and that they treat the belongings of others, and the fabric and furnishings of the House with respect.
- To assist in the development of pupils a collective responsibility, to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate.

- To foster, in the Pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate
- To encourage Pupils to involve themselves in extra-curricular activities and to ensure Pupils are appropriately occupied especially at weekends
- To encourage Pupils to integrate within the wider school community.
- To be aware of the academic strengths and weaknesses of Pupils; to liaise with Tutors to ensure that relevant background circumstances of Pupils are known and discussed; to ensure that the conditions and supervision of evening prep is conducive to academic progress
- To promote the use of English as the main language of communication within the Boarding and School environment
- To keep clear and accurate records regarding the Pupils' welfare and contribution to School life and to aid the Head of Boarding to be able to provide reports and references as may reasonably be required
- To counsel Pupils, appropriately and within safeguarding guidelines, concerning any academic, social or behavioural concerns they may have; to inform the Designated Safeguarding Lead or a Designated Person immediately if any child protection concern arises; to fulfil the School's policy on child protection
- To follow the School's behaviour policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the code of conduct of the house and School; to inform the Head of Boarding, Deputy Head Pastoral or Head of Section or Head in any cases of peer on peer abuse, substance abuse or sexual misconduct
- To ensure they are familiar with the School's relevant policies and procedures for child protection and are aware of the appropriate response needed in these areas
- To support marketing and retention within boarding provision by ensuring photographs of boarding activities and records of trips / events are in place.
- Ensure that any social media requests from pupils are not accepted and contact via these platforms or outside of school does not take place. An exception may be made for supervised activities eg local sports club training/ matches with prior agreement with the Head of Boarding or Deputy Head Pastoral.
- Regular attendance on school outings (excluding weekend off) to enhance pupil experience and support staff with the general running of the trip.
- Prioritise School events during term time over external commitments.
- Attend all training and inset provided by the school.
- To perform any other key tasks which the Head of Boarding or Deputy Head Pastoral or Head may reasonably assign.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the post-holder. The duties outlined in this job description may be modified by the line manager with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title. .

Person Specification

Essential Qualities

- Maths and English GCSE at grade C/4/5 or above or equivalent
- Excellent interpersonal and communication skills.
- Be able to foster positive relationships with teenagers and young adults.
- Proven experience of working in a team environment.
- Commitment to the priorities and values of the School.
- An ability to work flexibly and react to the demands of the pace of school life.
- The ability to work with staff at all levels.
- Understanding of Keeping Children Safe in Education and Safeguarding policy/ processes

Desirable Skills

- Prior experience of working in boarding and pastoral care
- First aid at work qualification or willingness to obtain one
- BSA qualification or willingness to obtain one
- The ability to manage a busy workload and achieve deadlines.
- Have the ability to use your initiative and work as an individual.
- Be self-motivating.
- Sports proficiency / Coaching / Umpiring qualifications.
- EAL qualifications
- Chinese spoken proficiency
- High level degree in subject offered within the school curriculum.