



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

GRADUATE

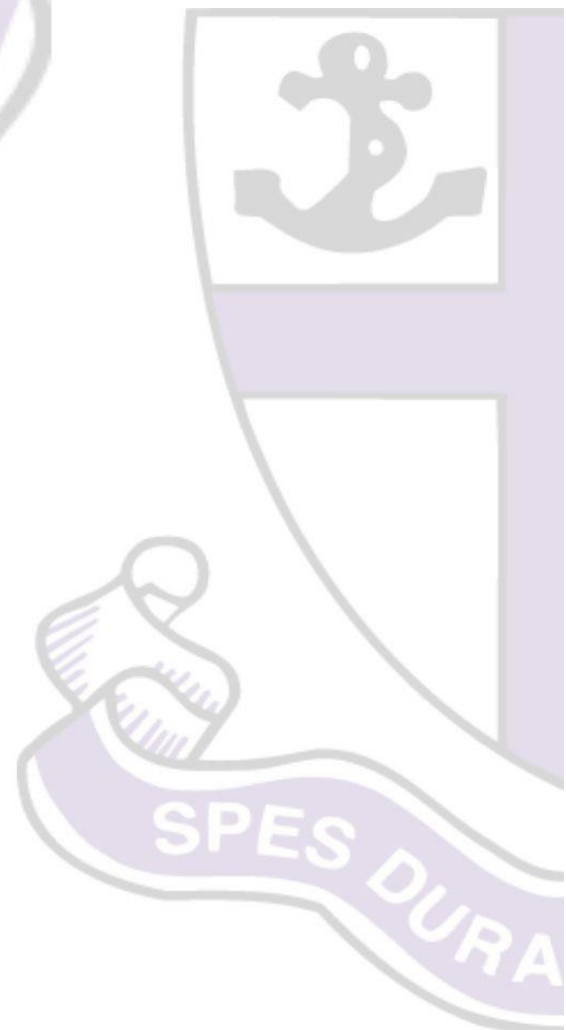
Required from September 2024

Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Role
- Testimonials
- Terms and Conditions
- Method of Application
- Notes



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Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to be 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





Job Description

Graduate

Required from September 2024

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

We are seeking to appoint an enthusiastic and versatile whole-school Graduate of any academic discipline for September 2024. The post will run for a full year and will offer the successful candidate an opportunity to participate in all aspects of school life including a wide range of extra-curricular activities, boarding duties, administration functions, sport, and academic teaching.

Whilst this role will not lead to an official qualification, it would suit those thinking about a teaching career, particularly if they are planning on commencing a PGCE or similar formal teacher training in the future.

The main elements of the responsibilities of the posts will be school-wide involvement in the following areas:

Academic: attached to the relevant Senior School academic department(s) with a timetable of lessons to observe, contribute to, team teach, and generally develop academic teaching skills and experience.

Sport: full involvement with Senior School sport programme including supporting Games lessons, attending fixtures, and taking teams throughout the year in several of football, hockey, netball, cricket, rounders and tennis.

Administration: a number of hours a week contributing to and learning the workings of the School alongside the administration team and registrar.

Combined Cadet Force: full involvement in the School's CCF, supporting the weekly delivery of team-building exercises, drill, and command tasks, as well as occasional overnight exercises.

Boarding: to live in and to take the opportunity to be fully involved in the boarding community of the School through assisting with boarding duties and accompanying boarders' trips and activities.

Prep School: to experience up to 1 day a week in the Prep School observing and contributing to academic lessons with our younger pupils across multiple disciplines.

The successful candidate will be expected to contribute fully to the life of the School in all the above areas and a willingness to be involved in trips and expeditions outside term time will be seen as an advantage. Kimbolton School prides itself on its strong extra-curricular programme and all staff are expected to be involved in this element of school life. Opportunities abound in sport, music, drama, outdoor pursuits, and a myriad of clubs and societies.

The Graduate will be line-managed by the Assistant Head (Staff) and supported by our Senior Deputy Head.

Testimonials

All previous incumbents of these roles at Kimbolton have enjoyed and made the most of the unique opportunity and the majority have continued to pursue teaching careers:

'As well as gaining first-hand experience in the classroom teaching, the variety of opportunities has been fantastic: The staff room is always supportive, friendly, and encouraging, with the live in staff feeling like an extended family network. Being able to build up my teaching resources, behaviour management skills, and classroom pedagogy has made interviews and the next steps into teaching much less daunting.' **Matthew S – Graduate 2021-22**

'Kimbolton has given me a running start in my teaching career. Not only did I get an excellent opportunity to develop my skills as a teacher, but outstanding support and encouragement throughout my PGCE application process played a vital role in securing my place at my top choice course. The position gives you a wide insight into school life. I have interacted with pupils of all ages, from Pre-Prep to 6th Form, which has allowed me to explore the different types of teaching which accompanies this.' **Lucy R – Graduate 2021-22**

Terms and Conditions

Reporting to:	Senior Deputy Head
Accountable to:	Headmaster
Remuneration:	£15,000 per annum with free, self-contained accommodation throughout the year and all meals during term time.
Pension:	The School offers a contributory pension scheme.
Additional benefits:	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00am Friday 28th June 2024.

Interviews may take place upon application receipt; we encourage applicants to apply early and we will appoint throughout the year until the positions are filled.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies