

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Graduate Academic Scholar

Employment Status	Full Time • Fixed Term Contract
Employment Location	Framlingham College Senior School and Prep School
Closing Date for Applications	Midday Friday 13 <sup>th</sup> February 2026
Interviews Week Commencing	As applications are received

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint an enthusiastic, dynamic and highly motivated Graduate Academic Scholar to work at our busy day and boarding schools. This is an exciting opportunity for a graduate possibly interested in a career in the education sector and who is keen to build up valuable work experience. The successful candidate will have the opportunity to work across departments and get involved in all areas of school life particularly the HPQ/EPQ programmes. There is a requirement to carry out boarding duties in-house and willingness to make a full contribution to life in this busy boarding school is essential.

This position is offered on a fixed term basis for the 2025-26 academic year. The successful candidate will receive a salary of £12,974 (subject to any pay award in Sept 26), plus rent-free furnished accommodation (including all bills) situated in a boarding house, meals during term time, as well as complimentary membership to our leisure centre.

Opportunities for further training and qualifications may be available for the right candidate.

If you require further information about the role and working arrangements, please email the HR team on [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk).

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to; free parking when onsite, a free lunch when the kitchen is operational and free uniform.

We welcome all applications, especially from independent thinkers and creative minds. We very much look forward to receiving your application.

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

**Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and online social media check.**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also** email your application to: **[hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk)**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Deputy Head (Academic)

## Job Location

Framlingham College Senior School and Prep School

## Benefits

Rent-free furnished accommodation (including all bills), meals during term time, as well as complimentary membership to our leisure centre.

Salary: £12,974 (Subject to any pay award from Sept 26) Plus boarding allowance of £2588

# Job Description

## JOB PURPOSE

To inspire all pupils with a love of learning.

## KEY RESPONSIBILITIES:

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder is expected to work at the Prep School and Senior School.

- To act as an academic role model for all pupils.
- To work with teaching staff to develop scholarliness, intellectual curiosity, reading, numeracy and research skills.
- To help develop a supportive, aspirational and positive learning culture where trying hard and pursuing academic interests is considered to be “cool” amongst the pupil body.
- To oversee the Senior School Library and assist with the running of the Prep School Library. The postholder will be based in the Senior School Library as befits their key role in promoting a love of learning within the school.
- To work with Head of Departments to promote learning across the College with a particular focus upon reading at both Senior and Prep School.
- To work with the Deputy Head, Academic to develop a culture of reading across the College through a variety of initiatives.
- To assist and support the running and development of the Academic scholarship programmes at the Prep and Senior Schools, working closely with the Heads of Scholars.
- To mentor individual pupils as required.
- To support the work of the HPQ & EPQ co-ordinators.
- To work with the Head of T&L on the Year 7-9 project work.
- To support the Deputy Head (Sixth Form) with the Extended Learning Programme.
- To work with the Deputy Head (Sixth Form) and the Head of Careers to inspire and enthuse the pupils about their higher education options.
- To offer other assistance as required to support the work of the academic life of the College.
- To actively develop and support academic enrichment within the broader curriculum of the College.
- To be resident in a Boarding House and assist with boarding duties.
- To be fully involved with the busy life of a boarding school, assisting with trips and activities for example.





Continued from previous page

It is the posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

In final year of undergraduate study or in possession of a degree	E
A full driving license	D

## PROFESSIONAL COMPETENCIES AND SKILLS

A high level of IT Literacy	E
Potential to develop excellent and effective classroom management skills	E
Knowledge to teach research skills	E
Knowledge of current curriculum developments	D

## PROFESSIONAL EXPERIENCE

Willingness to develop an understanding of importance of maintaining appropriate documentation	E
--	---

## PERSONAL ATTRIBUTES

A passion for a career in teaching	D
Good interpersonal skills	E
Effective organisational and management skills	E
Ability to prioritise, plan, monitor and evaluate	E
Enthusiasm for being involved in the life of a busy boarding school	E

**SAFEGUARDING**

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

**VALUES**

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.