



GRADUATE TEACHING ASSISTANT (SPORT)

We require for September 2017 a recent graduate who is looking for experience in an independent school. This one-year post is ideal for anyone considering the teaching profession as a likely career. Applicants should be able to offer games coaching skills in at least two of the following sports: football, hockey, netball, cricket, athletics, gymnastics and swimming.

Forest School is an independent day school of about 1350 pupils on the edge of Epping Forest in North East London. The School consists of a Preparatory School (boys and girls aged 4 – 11) and a Senior School (girls and boys aged 11 – 18), both on the same site. Forest School is in membership of both the HMC and the IAPS.

The split between the genders is exactly 50:50. Pupils are taught in single-sex classes between the ages of 7 and 16 and come together in a co-educational Sixth Form of 280.

You are strongly encouraged to look at our website www.forest.org.uk where you will find a full introduction to the School.

Forest is very proud of its academic standing, of its reputation in a whole range of co-curricular activities and of its track record of looking after boys and girls well. All teaching staff are encouraged and expected to contribute in accordance with their strengths and expertise to the pastoral systems in place and also where appropriate to activities such as sport, music, drama, visual arts, the Duke of Edinburgh Award Scheme, Combined Cadet Force and other areas of School life.

The post offers an opportunity for a recent graduate to gain extensive and worthwhile working experience in a large independent school. The post will be particularly attractive to any graduate thinking of a career in education. The work will be varied and that variety would, to some extent, be determined by the personality, enthusiasm and skills of the individual appointed.

The School is looking for a graduate who is able to offer games coaching skills in at least two of the following sports: hockey, netball, tennis, athletics, gymnastics and swimming. The Graduate Assistant Teacher is expected to help with fixtures including Saturday and after school matches. They also have the opportunity to attend off-site events and residential trips.

The successful applicant will have the opportunity to be attached to another department in addition to the PE department, and there will be opportunity to teach some lessons under the guidance of the Head of Department. Graduate Assistants are also expected to assist with the organisation of field trips, and departmental visits.



The post should become a successful springboard for those considering teaching as a career. The School also encourages its Graduate Assistant Teachers to extend their experience by attending, at the school's expense, relevant training courses. The appointee would be a full member of a lively and friendly group of dedicated teachers.

It is envisaged that suitable candidates may be invited to remain at the School for a second year to complete their GTP or equivalent in Physical Education.

Terms and Conditions of Employment

- Gross annual salary will be £15,000 with an additional accommodation allowance to contribute towards school-based accommodation in a house-share with other graduate assistants;
- Lunch is provided during term time;
- The School offers significant benefits including automatic life assurance, membership of a personal accident scheme and discounted medical insurance;
- The appointment is subject to a satisfactory medical and an enhanced disclosure check by the Disclosure and Barring Service, details of which are set out in Annex A.

Child Protection at Forest School

Forest School is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. Job interviews will include questions about safeguarding children.

Applications and Selection Process

Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, which will include interviews and an assessment of the candidate's suitability to work with children.

The essential criteria for the person specification must be met in full. These will include qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people. Only those candidates who meet the criteria fully will see their applications taken forward.

We will approach current and previous employers for references on all short-listed applicants, before interview. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.



A criminal records disclosure at enhanced level via the Disclosure and Barring Service (DBS) will also be required before the commencement of employment. Forest School complies with the DBS Code of Practice a copy of which can be obtained from the School on request.

The School reserves the right to make an appointment at any stage of the recruitment process, should an outstanding candidate emerge.

Annex “A”

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You will therefore be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The Governors of Forest School are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the Criminal Records Bureau will be kept in strict confidence. The disclosure of a criminal record will not debar you for appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.