

**Graduate & House Assistant**

**Job Description**

The School

In addition to being a registered charity, Bethany is a co-educational, independent boarding and day school for pupils aged 11-18 years. There are 345 pupils in the School, including 130 boarding pupils. The majority of pupils remain in the School until they are eighteen and most proceed to University. There are 110 pupils in the Sixth Form and the A Level pass rate in 2016 was 97%. The GCSE pass rates are normally between 75% and 85% at A\*- C grade. Bethany enjoys an ever-growing reputation, both locally and further afield, for the quality of its teaching and pastoral care. As a result, pupil numbers are very buoyant. The School is in the middle of a major programme of building development including the construction of an indoor swimming pool, an extension to the sixth form building as well as a dedicated fitness building all of which were completed last academic year.

The School is a Christian foundation with a strong community life. All members of staff are expected to be in agreement with the Christian values and to attend Chapel with the pupils. The School is well known for its high level of pastoral care for pupils. In addition, it enjoys an international reputation for the education of dyslexic pupils. Class sizes are small, rarely reaching more than eighteen pupils, and considerably less in the Sixth Form.

The School is set in beautiful Kent countryside and the 60-acre campus is spacious and attractive. It lies in the hamlet of Curtisden Green, mid-way between Goudhurst and Marden. Central London is less than an hour’s journey from Marden Station, as are Dover and the Channel Tunnel. For a small school, the high standard of sporting success and the extensive games programme are made possible by the expertise and commitment of the teaching staff outside normal lesson time. The Duke of Edinburgh’s Award Scheme also enjoys remarkable success, as do the Performing Arts. We have a hugely successful pupil/teacher/exchange programme with a senior school in Taiwan.

The School is forward thinking in all aspects of teaching, learning and curriculum and has recently created a renewed 10-year vision, Bethany 2026, for its education provision.

Bethany 2026 is a school, which is:

* Providing an innovative education relevant to the 21st century.
* Encouraging the virtue of learning in young people delivering 21st century learning habits.
* Living our Christian values through excellent pastoral care.

Furthermore, the School has a unique philosophy of learning centred on developing excellent learning habits in its pupils in order to instil in them the ‘Virtue of Learning’. All teaching staff are members of one of five Professional Learning Communities, each one encompassing a different area of teaching and learning, which the school is focused on developing, with the aim of encouraging all teachers to complete their own action-based research. The curriculum was further enhanced in September 2015 with the introduction of Mandarin, GCSE Dance and A Level Economics. This academic year, we have introduced an up-to-date computing course including coding to Key Stage 3 with a view to preparing pupils for the opportunity to study Computing at GCSE and eventually A level. In addition, all full-time staff are provided with a laptop computer and more than 90% of pupils have their own laptops, including all of the pupils in Years 9 and above. Every Year 7 pupil was given an Apple iPad in September 2013 and their curriculum was adapted accordingly. This has been repeated annually since, which means that every pupil in Years 7 & 8 currently uses an iPad to enhance his or her learning.

**General Salary and Conditions**

The Bethany teaching salary scale is similar to, but above, the previously used State National Scale with management points added according to experience and responsibilities. Enhanced UPS1, UPS2, and UPS3 payments are available to all full-time staff of suitable experience. Full UPS1 is paid once teachers reach the modern equivalent of M4, and those on formerly used salary points M1-M3 receive 50% of this sum on top of their salary. Salaries are, therefore, especially favourable for those in their early years of teaching. The School participates in the Teachers’ Superannuation Scheme.

There are significant advantages to the School and to the Postholder if he/she can live in school accommodation – although this is not an essential requirement for the Postholder. Accommodation free of rent may be available to the Postholder in return for assistance with boarding duties.

The post is subject to the completion of a confidential medical questionnaire and the self-certification of medical fitness together with the normal DBS checks. Subject to entrance tests and places being available, children of full time Bethany staff may be educated at the School at 50% of the day fee rate.

In September 2016 Bethany School also introduced Benenden Health Care to its employees. Benenden Health Care is a not-for profit health organisation which was set up over 100 years ago to help reduce the NHS waiting times. It offers its members local consultations and tests, physio and rehab as well as psychological support and financial support if anyone is suffering from a life-changing condition.

**Application**

An application from can be obtained from our website under about Bethany or by contacting the Human Resources Manager (recruitment@bethanyschool.org.uk). The deadline for submitted applications, is 12 noon on 27 July 2017.

# The post is subject to the receipt of two satisfactory references, completion of a confidential medical questionnaire and an enhanced Disclosure & Barring Service check.

# Job Summary

**Principal Accountabilities**

* To teach an agreed timetable of key stage 3 lessons and to provide in class support examination classes
* To assist with the accompanying of school trips during weekdays and weekends
* Responsible for covering lessons in the event of an emergency and a duty evening each week and one duty weekend in three.
* To contribute to the life of the Boarding School by helping to organise concerts and House events, or in such other ways as will utilise or develop the skills of the Graduate Resident Assistant
* Required to sleep in School accommodation every night during term-time
* Any other ad-hoc duties as reasonably requested by your subject department and the Headmaster.

**Skills, Knowledge and Experience Essential:**

1. Hold relevant degree qualification in your subject or hold an equivalent qualification
2. Good organisational skills with the ability to work to deadlines
3. Flexible approach to work.

**Desirable:**

1. Willingness to assist with extra-curricular activities
2. Opportunity to work one-to-one with Scholars
3. A desire to complete a school direct PGCE through Canterbury Christchurch University.

**Reward and Recognition**

* Employer and employee contributory Pension scheme;
* Free life assurance scheme;
* Free meals during term time;
* Free onsite accommodation.

**Terms of Employment**

* Term-time Contract (36 weeks per year);
* Salary £8,000.00 per annum
* Fixed-term contract until from 01 September 2017 to 31 August 2019

It is every employee’s responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.