



# Barrow Hills

SCHOOL

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## Job Description – Gap Year Assistant

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### **Overall Purpose**

To assist teaching and support teams such that an excellent service is provided to children, current parents, prospective parents, Governors, the Head and the Senior Management Team.

Reporting to: Deputy Head

Location: Barrow Hills School

Hours of work: Full time (40hrs per week exclusive of breaks), Fixed Term, Term Time only

Start Date: 4<sup>th</sup> September 2023

End Date: 5<sup>th</sup> July 2024

Hours of Work: As agreed with the Deputy Head.

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### **Main Duties:**

- To assist teachers in maintaining accurate, relevant and up-to-date records on each child's progress.
- To provide information to the class teacher for written reports at regular intervals, for parents, as directed by the Senior Management Team.
- To help coach sport as required in the School's timetable, including, if needed, refereeing matches both on site and off site and on occasion during evenings and weekends.
- To accept responsibility for before school, playtime, lunch time, after school and other 'duties' as directed by the Senior Management Team.
- To supervise children travelling on, before and after school transport between the school site and local pick-up/drop-off points.
- To undertake administrative tasks in order to support colleagues.

- To assist the Maintenance team and Operations Manager with premises-related tasks, for example setting up venues for School events. Tasks may be inside or outside regardless of weather conditions.
- To ensure the classroom environment is conducive to learning by helping to prepare and present appropriate wall displays, including children's work and helping to ensure that these are updated frequently.
- To know, understand and apply the School's policy on Safeguarding Children/Child Protection Policy including EYFS.
- To maintain discipline in accordance with the rules, systems and policies of the School.
- To support the spiritual life and ethos of the School.
- To participate in the school's extra-curricular programme e.g. games, away fixtures, clubs, activities and visits, including residential trips/Sport tours.

In addition to the duties and responsibilities listed above, the job holder is required to perform other duties assigned by the Head, Senior Management Team, or teachers/support team from time-to-time as consistent with the operation of a fee-charging independent school.

### **Person Specification**

#### **Essential**

Fit and in good health with an excellent attendance record;  
 Attention to detail and a willingness to learn;  
 Willingness to embrace and complete a wide range of tasks;  
 Customer-focussed;  
 Enthusiastic with high self-motivation;  
 A team player;  
 Smart professional appearance and manner;  
 The ability to coach some team sports

#### **Desirable**

Recent work or study in a setting involving young people would be complementary.

**Terms and Conditions:** Barrow Hills School has its own salary scale, which provides generous remuneration. Children of staff may be educated at Barrow Hills Schools as day pupils or at our partner school King Edward's Witley at a very significantly reduced rate of fees, subject to household means-testing.

### **FURTHER INFORMATION:**

#### **Barrow Hills School (BHS) (IAPS, 2 – 13)**

Set in 33 acres with excellent facilities, BHS is a co-educational, Christian, day school for around 200 children aged 2-13.

In 2015 BHS became the second school of the Bridewell Royal Hospital Foundation. This exciting merger of their governing charity with the Bridewell Royal Hospital brought closer ties to King Edward's Witley. It allows for the possibility of continued education from nursery to university across the two schools and, on a practical basis, allows the children at Barrow Hills to access facilities beyond the reach of most stand-alone preparatory schools.

Within the family of two schools, however, Barrow Hills continues to be an autonomous preparatory school preparing children at 11+ and 13+ for a broad range of senior schools, including King Edward's.

Further details of both schools are to be found in the Independent Schools' Year Book or on their respective websites: [www.barrowhills.org](http://www.barrowhills.org) and [www.kesw.org](http://www.kesw.org)

**The Area:** Barrow Hills is situated on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** Barrow Hills School is are 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.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*