



Bishop's Stortford College

Co-educational Day and Boarding 4 – 18 years

GAP YEAR ASSISTANT (PREP SCHOOL)

Required September 2023 | Salary in line with National Minimum Wage



Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country. It is a wonderful place of learning, in a beautiful setting on the edge of a markettown between London and Cambridge.

For more information about this post or the College, in the first instance, please contact Danelle Butteriss for a confidential discussion:

Danelle Butteriss

HR Administrator

recruitment@bishopsstortfordcollege.org

07483064213

Bishop's Stortford College is a place of learning that provides an outstanding range of opportunities for developing well-rounded, skilful and happy young people. We pride ourselves on doing this in a beautiful environment with the best facilities.

At the College, we are aware that it is the people who make this possible. It is their energy, imagination and enthusiasm that creates the opportunities, experiences and very special atmosphere for both pupils and staff to enjoy.

Prep School Gap Year Assistants are responsible to the Prep School Deputy Head, although day to day tasks will be set by teaching staff, with whom Prep School Gap Year Assistants are expected to work closely. Prep School Gap Year Assistants will be responsible to the Boarding Housemaster regarding evening and boarding house duties.

Usual hours of work are in line with the school day, although additional time during the weeks before each term and half term commences may be required in order to prepare. Additional hours are also expected during term-time to meet peaks in workload

WELCOME FROM THE HEAD

Kathy Crewe-Read



Thank you for your interest in working at the College. Since joining here just over a year ago, I have had the immense pleasure of working with exceptionally talented and supportive colleagues, at the same time as leading our vision for the future. Bishop's Stortford College is a special place. Together, we are embarking on a collective strategy that extends the high standards already set by the school and unites staff, students and our wider community on a shared journey to even greater outcomes.

Bishop's Stortford College has a long history of providing a fantastic education full of the breadth of experience essential for the modern world. Our ability to move forward and embrace the future is – and always has been – down to the people who work here. It is the energy and imagination of College staff, and their enthusiasm to go the extra mile, which creates the opportunities, experiences and very special atmosphere that our pupils enjoy and adds immeasurable value to the education we provide. We hope you will find all you need in the following pages to consider applying for this role.



A handwritten signature in black ink, which appears to be 'KCR', followed by a long horizontal line.

Kathy Crewe-Read
College Head



INTRODUCTION TO THE COLLEGE

Information for candidates



150+
YEARS OLD

SET ON
100 ACRES SITE

SMALL
CLASS SIZES

120+
SPORTS TEAMS

INDOOR
SWIMMING POOL

STATE OF THE ART
FITNESS CENTRE

One of the UK's top co-educational, day and boarding schools, Bishop's Stortford College is a diverse and exciting place for pupils and staff alike. Set in peaceful and spacious grounds on the edge of the market town of Bishop's Stortford, the College is easily accessible by road, rail, and air.

Infectious enthusiasm and dedication are characteristics of this community that make it a stimulating place to work. There are just over 1200 pupils aged 4 to 18 years old on our spacious site, blending full, weekly and part-time boarders with day pupils.

Pupils are organised across three schools: Pre-Prep, Prep School and Senior School. Music and Sports departments, together with Professional Services, work across all three schools. Professional Services incorporates Finance, HR, Facilities and Estates, IT, Commercial and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

JOB DESCRIPTION

GAP Year Assistant

Job Title: GAP YEAR ASSISTANT	OVERVIEW Prep School Gap Year Assistants are responsible to the Prep School Deputy Head, although day to day tasks will be set by teaching staff, with whom Prep School Gap Year Assistants are expected to work closely. Prep School Gap Year Assistants will be responsible to the Boarding Housemaster regarding evening and boarding house duties.
Terms: FULL TIME 50.5 HOURS PER WEEK, MONDAY TO SATURDAY	Prep School GAP Year Assistants employed at Bishop's Stortford College will be asked to carry out a variety of tasks:
Reports to: PREP SCHOOL DEPUTY HEAD	MAIN TASKS <ul style="list-style-type: none">• The general support of teachers in the in the smooth and effective running of the class.• Assisting in the coaching and supervision of Prep School Games, Swimming and P.E. sessions.• Working collaboratively with colleagues as part of a professional team.• Supporting all pupils in their learning and development, in small groups or with individual pupils as directed.• Hearing children read and recording their progress.• Attendance at Open Days and other meetings and events taking place outside school hours e.g. staff meetings and INSET.• Maintaining a tidy classroom environment.• Preparing teaching resources and materials.• Displaying children's work and preparing teaching displays.• Undertaking duties of supervision as required, including at least one after school duty.• Assisting with the supervision of pupils and encouraging good behaviour.• Providing constructive feedback to the pupil and teacher.• Delivering agreed teaching points in line with learning objectives.• Any other duties which reasonably fall within the purpose of the post and which may be allocated by the teacher.• Assisting in the Prep School Boarding House.
Salary: NATIONAL MINIMUM WAGE	
Holidays: TERM TIME ONLY POSITION	
Full details of benefits are detailed in the 'Information for Candidates' document.	

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College'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 of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

GAP Year Assistant

The below essential and desirable requirements will be measured using the following:

- Application Form
- Interview
- References
- Medical Questionnaire
- DBS Application

EDUCATION AND QUALIFICATIONS

Essential

- Minimum of 5 GCSEs graded between 9-4, including Maths and English.

Desirable

- First Aid Knowledge.
- Desire to pursue a career working in education.

EXPERIENCE AND SKILLS

Essential

- Experience of being involved with a community club or society.
- Ability to interact with children and young people.
- Ability to interact with staff from all disciplines.

Desirable

- Working in a school or other relevant setting.

PERSONAL QUALITIES

- Work in a team environment and have collaborative approach to duties.
- Conscientious, take pride in their work.
- Demonstrate initiative and a proactive approach to work.
- Flexible and motivated.
- Confident and organised.
- Strong communication skills.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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THE APPLICATION PROCESS

GAP Year Assistant

For more information about this post or the College, in the first instance, please contact Danelle Butteriss for a confidential discussion:

Danelle Butteriss

HR Administrator

recruitment@bishopsstortfordcollege.org

07483064213

YOU SHOULD SUBMIT:

- A completed application form

THE PROCESS IS AS FOLLOWS:

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.



Bishop's Stortford College

Co-educational Day and Boarding 4 - 18 years



Bishop's Stortford College,
School House, Maze Green Road,
Bishop's Stortford, Hertfordshire, CM23 2PQ

Telephone: +44 (0)1279 838575

Email: general.enquiry@bishopsstortfordcollege.org

www.bishopsstortfordcollege.org
