

# Staff Recruitment

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## Beechwood Park School

Learning Support  
Teaching Assistant



Beechwood Park  
SCHOOL

NURTURE . ENGAGE . INSPIRE

# Beechwood Park School



Beechwood Park School is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

“Pupils achieve highly because they are nurtured, engaged and inspired to succeed in line with the school’s mission”

*ISI Inspection Report, Jan 2019*

<b>98</b>  TEACHING AND TEACHING SUPPORT STAFF	<b>28</b> Scholarships		<b>140+</b>  Co-Curricular Activities offered throughout the year
	<b>540+</b> Pupils	<b>170+</b> Sports teams	
<b>21</b> specialist instrumental and singing teachers	<b>18</b> classes in Forest School		<b>300+</b> pupils take instrumental lessons
<b>70+</b> pupils take LAMDA exams	Indoor Swimming Pool Complex	<b>7</b> choirs  <b>60</b> Boarders	Set in <b>37</b> Acres  <b>28</b> bands and ensembles





'Approached down a seemingly endless winding driveway  
redolent of entering a fairy tale...' *The Good Schools Guide, 2017*



# An Historic Location



Beechwood Park School, founded in 1964, is a very recent part of the history of the Beechwood Park Estate—a story that begins, as far as we can tell, with the foundation of a Nunnery, later called the ‘Nunnery of St Giles-in-the-wood’ in Saxon times.

The land and Nunnery were handed to Ralph de Tony (whose name appears in the Domesday Book) by William the Conqueror when he divided up his new kingdom. Ralph had distinguished himself on the field of battle a number of times to William’s benefit and Beechwood Park was just one part of his reward.

So begins a rich and varied history that involves Henry VIII, Edward VI, Sir John Tregonwell, Sir Richard Page, and King Charles I and II (Sir Edward Sebright was a standard bearer for Charles I in the English Civil War). There were 15 Sebright Baronets in all, some of them Members of Parliament and others equerries to the Royal Household. Lady Olive Sebright was a personal friend of Queen Mary, consort of King George V. Queen Mary visited Beechwood Park a number of times and photographs in the school’s archive show her at luncheon in the Great Hall in 1948.

The magnificent east front was added to the Jacobean house in 1702. The parkland that we see in front of the main house, by that time a Queen Anne mansion, was designed by Lancelot Capability-Brown in 1753. Copies of Capability-Brown’s original survey and plan for the new parkland are held in the school’s archive.

Recent archaeological surveys and digs, sponsored by the School, have revealed remains of medieval walls and courtyards as well as artefacts such as brooches and drinking vessels dating from medieval times. The School’s young archaeologists have been fully involved in making these exciting discoveries.

Beechwood Park School opened on October 8th 1964. The School was formed from the combination of Shirley House in Watford and Heath Brow School in Hemel Hempstead. Originally an all boys boarding school, Beechwood Park first admitted girls in September 1993. Over the years the Junior and Middle Departments have been added and in 2005 Beechwood extended its provision to include children of nursery age by acquiring the Nursery at Little Cheverells.

And so the School continued to evolve, the latest additions being the provision of an Indoor Swimming Pool Complex, the onsite Woodlands Nursery, which opened its doors in September 2015, a brand new recording studio (2017) and an outdoor classroom (2019).

Although fixed here for Sir John Gage Saunders in the 1860s, the clock dates from 1764 and came from the Worcestershire estates of the Sebright family. [www.historicengland.org.uk](http://www.historicengland.org.uk)



# Beechwood Park in the 21st Century



The *Beechwood Park* of today successfully blends the old with the new; innovation with tradition. Boys and girls create ceramics in the pottery room located in the old wine cellar and fabulous music compositions in the dedicated Apple Music Technology Suite and Recording Studio situated in a former coach house.

*Raspberry Pi*, *Micro Bits* and 3D printers inspire Computer Science studies, whilst outside, pupils make full use of the grounds and hunt for bugs in the *Forest School*. From Greek or Russian Club to Cheerleading or Chess, there is something to captivate every curious mind from our youngest *Woodlanders* to our talented 13+ candidates who confidently head off to a range of excellent independent day and boarding secondary schools.

The Capability Brown sculpted grounds provide orienteering trails, an indoor swimming pool complex, outdoor classrooms and eleven football pitches where a multitude of matches play out under the watchful gaze of our neighbouring sheep.

At the end of the jam-packed day, School buses depart and boarders' tea commences, then homework, music practice and entertaining games, including the ever-popular "Colditz" - a *Beechwood Park* tradition!

## Boarding

We offer flexi-boarding as an option to pupils in Year 5 and above. The flexible system gives families the opportunity to choose how many nights a week their child wishes to board. Our Boarding provision is offered from Monday to Thursday - there is no boarding at weekends. There is a boys' and a girls' boarding house, where each evening once homework and music practice is complete, the children can take part in many and varied activities and games on offer.

## Pastoral Care

The provision of cutting-edge pastoral care is at the heart of *Beechwood Park*. There is a genuine commitment to and care for each member of the community and the happiness of each child is central to this.

The School provides children with a safe and happy learning environment in which they can enjoy building friendships for life and developing their innate creativity, curiosity and confidence within the framework of our fortnightly pastoral values.



# Our Mission



**Beechwood Park's mission is to be the first-choice preparatory school for parents considering an independent school, recognised for its outstanding quality of educational experience and care.**

To fulfil this ambition, with the support of parents, the School:

**Nurtures** and promotes the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence.

**Engages** the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences.

**Inspires** children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society.

Enables inspirational and reflective teachers to provide every pupil with outstanding teaching, delivering the highest levels of educational pace, variety and challenge.

*Beechwood Park School* inspires excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear. Ours is a holistic education, which educates the whole child across a wide range of academic, extra-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning. The ISI's last inspection report on the School is [here](#).

## **Pupil Profile**

The School assesses all of its pupils upon entry. Most of our pupils are above the national average in their academic ability and will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are gifted and talented. The School is proudly co-educational.

## **Recruitment Aims**

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Headmaster appoints all staff in collaboration with other key staff.

*"Pupils show rapid development of skills and knowledge because of their excellent attitudes to learning and strong personal skills, which allow them to be engaged learners"*

*ISI Inspection Report, Jan 2019*

# The Role



**Job Title:** Teaching Assistant      **Department:** Learning Support Department  
**Reporting to:** Head of Learning Support

*Beechwood Park* staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils. The primary role of the Teaching Assistant is to work with the *Learning Support Team* to help raise the learning and attainment of pupils whilst promoting their independence, self-esteem and social inclusion.

## Role Responsibilities



### Core Purpose of the Job

- Work as a core member of the *Learning Support* team.
- Provide specialist support to pupils with learning, communication, social, emotional, sensory or physical difficulties.
- Inspire excellent academic, extra-curricular, pastoral and spiritual development in every child.
- To work under an agreed system of supervision to address the needs of pupils who need particular help to overcome barriers to learning.
- Support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation.
- Take on specific roles within the *Learning Support Department* as directed by the *Head of Department*.

### Principal responsibilities

- Contribute to the preparation and review of Learning Support Pupil Plans (LSPPs) and Educational Health and Care Plans (EHCPs).
- Use the information on LSPPs to plan, prepare and deliver specified learning activities to individuals and small groups across all key stages.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
- To establish fair, respectful, trusting, supportive and constructive relationships with pupils.
- To run specific programmes and activities to assist pupils' individual needs.
- Provide in class support across the school as directed.
- Contribute to the raising of standards of pupil literacy and numeracy across the *School*.
- Contribute to maintaining records of learners' progress.
- Liaise effectively and sensitively with pupils, parents, relevant professionals and other staff.
- To attend and contribute to in service training and relevant meetings to keep up to date with developments in working with children with special educational needs.



# Role Responsibilities (continued)



**Personal and professional conduct.** *Beechwood* expects *Teaching Assistants* to:

- Have a proper and professional regard for the ethos, policies and practices of the School, including the aims to **nurture, engage** and **inspire** all pupils.
- Model a *Growth Mindset*, inspiring every child to develop a *Growth Mindset*.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the School community, upholding the *School Values* at all times.
- Have regard for the need to safeguard pupil well-being by following relevant statutory guidance along with School policies and practice.
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BPS Health and Safety, Fire Safety and *BPS Staff Behaviour* policies and procedures as published on the staff intranet.
- Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Commit to improve their own practice through self-evaluation and awareness.

**Knowledge and understanding.** *Beechwood Park* expects *Teaching Assistants* to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up-to-date by reflecting on their own practice, liaising with School leaders.
- Identify relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the *Teaching Assistant* role, with support from the School.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English.
- Understand their roles and responsibilities within the classroom and whole-School context, recognising that these may extend beyond a direct support role.

**Teaching and learning.** *Beechwood Park* expects *Teaching Assistants* to:

- Contribute to the raising of standards of pupil literacy and numeracy within the year group and across the School.
- *Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.*
- *Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.*
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and use effective behaviour management strategies consistently in line with the School's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.

# Role Responsibilities (continued)



- *Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.*
- *Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.*

## **Working with others.** *Beechwood Park expects Teaching Assistants to:*

- *Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.*
- *Keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.*
- *Understand their responsibility to share knowledge to inform planning and decision making.*
- *Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.*
- *Communicate their knowledge and understanding of pupils to other School staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.*

## **School Responsibilities**

- Carry out short-term planned cover for absent colleagues.
- Contribute to staff supervisory duties.
- Complete a biennial *Professional Development Review*.
- Attend assemblies and other *School* functions, playing an active part in the wider aspects of *School* life.
- Undertake other such specific duties appropriate to your post which the Headmaster may reasonably assign from time to time.

## **Departmental Responsibilities**

- Assist in the development of the Learning Support Department, taking an active role in new initiatives.
- Attend departmental meetings.
- Contribute to and plan learning activities linked to individual pupil EHCPs/LSPPs
- Undertake activities with individuals, groups or a class of children in order to facilitate their educational, physical, social and emotional development
- Record pastoral incidents and patterns and parental communications on the *School's* management information system, keeping the Heads of Department and *Deputy Head (Pastoral)* informed of significant concerns.
- Ensure outstanding levels of customer service in all communications, verbal or written.
- Participate actively in regular training, whole *School* and *Department* staff meetings and training.



# Candidate Specification



## ESSENTIAL REQUIREMENTS FOR THE ROLE

### Essential requirements for the role:

- Skills, qualifications or experience in assisting SEND pupils
- Ability to work in a way which promotes the safety and well-being of children
- An enabling attitude and genuine desire for every pupil to be nurtured, engaged and inspired
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life
- A genuine desire to become part of a committed team
- Flexible and proactive attitude to work
- A warm and friendly approach with staff, pupils and parents
- Strong organisational skills and the ability to work independently
- IT and audio/visually literate
- High level of emotional intelligence with a sense of humour

## DESIRABLE REQUIREMENTS

### Desirable requirements:

- Secure knowledge and understanding of the SEND Code of Practice
- Level 4 TA qualification (or equivalent) or Level 3 working to HLTA standard
- Ambition and desire to take on further responsibilities
- Experience of working with children with additional needs
- A solid understanding of phonics
- English and Maths GCSEs (or equivalent)
- Knowledge of relevant Key Stage curriculum

### Salary and Benefits:

*Beechwood Park* pays all members of the teaching staff according to the *Beechwood Park School Salary Scale* at the point appropriate to their qualifications and experience.

### Pension

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

### Holiday:

The statutory minimum holiday entitlement under the *Working Time Regulations 1998* is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than three days prior to the return and for whole School events. Public holidays occurring when the School is in session will be working days.

*The School reserves the right to review and change this job description as the needs of the School change.*

**Agreed by Headmaster**

**Agreed by Job Holder**

.....

.....

**Date** .....

**Date** .....

# Join Our Team



“Staff .... across the board seem to ooze  
passion for their subject.”

*Good Schools Guide 2017*

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## **ABOVE AVERAGE SALARIES WITH BEECHWOOD PARK SCHOOL SALARY SCALES**

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<b>ACCESS TO A PENSION SCHEME</b>	<b>SUPPORT FOR EMPLOYEE CAREER DEVELOPMENT &amp; CPD</b>
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**SCHOOL FEES REMISSION ARRANGEMENTS**

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# The Application



Please download, complete and return the School's *Application Form* with a handwritten covering letter of application, to

**Mr E W Balfour  
Headmaster  
Beechwood Park School  
Beechwood Park  
Markyate  
Hertfordshire  
AL3 8AW**

Please feel free to contact the Headmaster for an informal discussion on

[headmaster@beechwoodpark.com](mailto:headmaster@beechwoodpark.com)

**Closing date for applications: 24th February 2020**

**Interviews will be held week commencing 2nd March 2020**

## Safeguarding and Child Protection

In the context of the School's mission to *Nurture, Engage and Inspire*, Beechwood Park School prioritises safer recruitment as a core part of its safeguarding. All applicants will undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We require all applicants for employment both to complete a *BPS Staff Application Form* and to produce original documentation of certificates and degree qualifications.

The School expects all staff members to understand and actively promote their obligations and responsibilities in safeguarding and promoting the health, safety and well-being of all children.

# Location and Access



Beechwood Park is set in beautiful rural parkland outside the village of Markyate. Although rural, the School is extremely accessible being 5 minutes from J9 of the M1 and 15 to 20 minutes from Harpenden, St Albans and Berkhamsted – all with their super-fast train links to central London.

We run an extensive bus service for pupils, before and after School, to Harpenden, St Albans and many surrounding villages. These areas offer some beautiful villages and places to live, within easy reach of London.

## LOCATION

Beechwood Park School is located minutes from Harpenden, St Albans, Redbourn, Berkhamsted, Luton, Dunstable and Hemel Hempstead.

Our coach service offers routes to a wide range of locations.

BEECHWOOD PARK SCHOOL  
MARKYATE, HERTFORDSHIRE AL3 8AW



Direct train service:

St Albans to London St Pancras - 18 minutes

Harpenden to London St Pancras - 25 minutes

Luton Airport Parkway to London - 24 minutes



M1 (junction 9) - 5 minutes

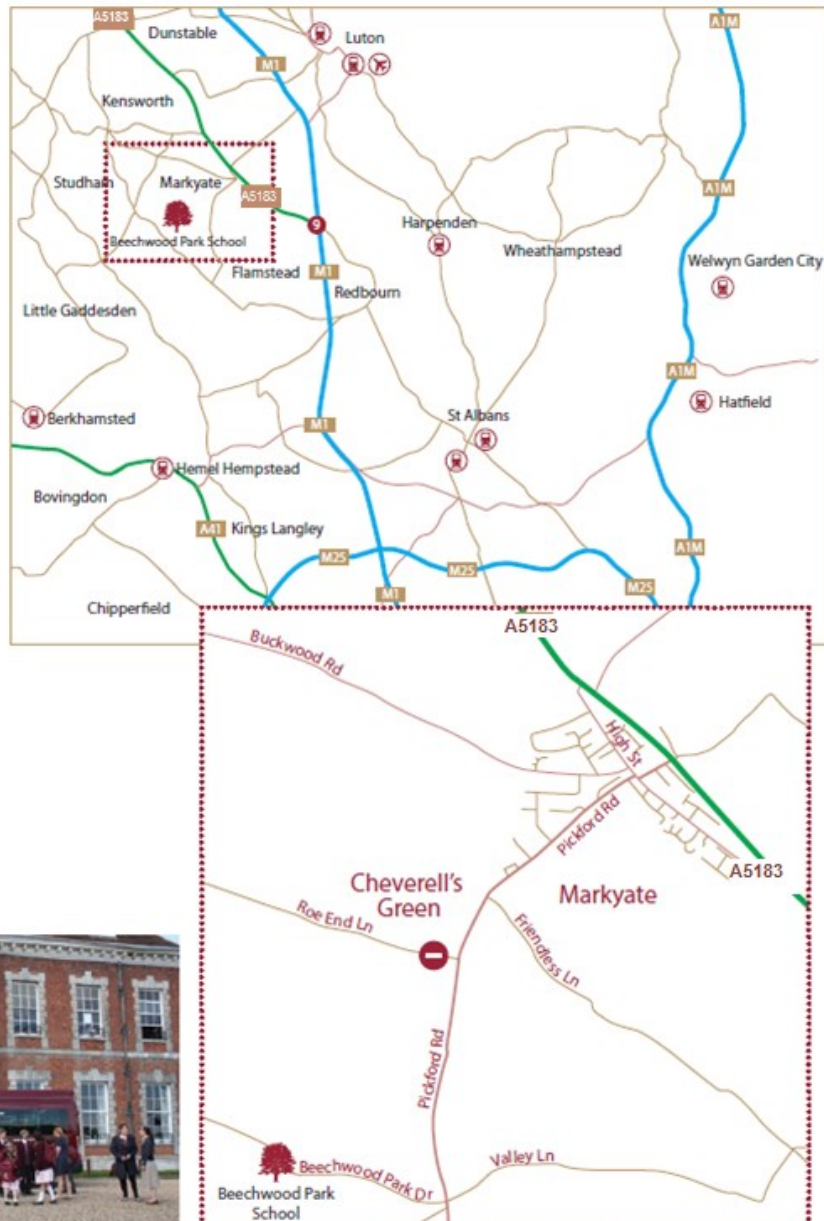
Harpenden - 15 minutes

St Albans - 20 minutes

Berkhamsted - 20 minutes



London Luton - 15 minutes



[www.balnesdesign.co.uk](http://www.balnesdesign.co.uk) A66661







**Beechwood Park**  
SCHOOL

Beechwood Park, Pickford Road, Markyate, St Albans, Hertfordshire AL3 8AW

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