



CANDIDATE INFORMATION PACK

COACH CHAPERONES (Casual Contract)

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. NLCS is one of the country's most illustrious academic day schools.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are looking to create a pool of two or three casual Coach Chaperone staff whom we can call upon at short notice to help cover absences (planned and unplanned) and to offer additional support where needed. The role entails caring for a group of Junior School girls on their journey home from School and is ideal for someone with a caring and responsible outlook who enjoys working with younger children. Reliability is essential.

If you would like to join this vibrant community of pupils and staff, I would be delighted to receive your application.



VICKY BINGHAM
HEADMISTRESS





THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2023 93% of GCSEs were a Grade 9 or 8, with an impressive 75% at Grade 9. At A-Level our students achieved 76% A*/A equivalent and an impressive 38% A*. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41.5 in 2023, placing us again among the best IB schools in the world. Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



COACH CHAPERONE

THE ROLE

We are looking to create a pool of two or three casual Coach Chaperone staff whom we can call upon at short notice to help cover absences (planned and unplanned) and to offer additional support where needed.

The role entails supervising and supporting pupils on the bus route from school, ensuring that they get off at the correct stop and travel in comfort and safety.

LINE MANAGER:

Operations Manager

CONTRACT:

Casual contract, working term time only plus INSET days. Post holders should be available at short notice.

HOURS OF WORK:

Up to 10 hours per week, working from 3.15pm – 5.15pm, Monday to Friday.

ACTUAL SALARY:

£13.17 per hours (£11.59 for work carried out plus £1.58 holiday pay).

MAIN RESPONSIBILITIES

- Collect the younger pupils from the First School and ensure they are then safely escorted to their respective coach on the Loop Road
- Register the pupils when they board the bus, ensuring all pupils booked onto the bus are present
- Help younger pupils to safely get on and off the coach
- Monitor and maintain high standards of behaviour on the bus, in accordance with school policies, reporting back to the Junior school Head any behaviour concerns.
- Enforce the rule that pupils must not eat or drink whilst travelling on the bus
- Ensure that the noise level on the bus is low and doesn't distract the driver
- Work closely with the bus driver in order to ensure the safety and welfare of the pupils ensuring seatbelts are worn at all times
- Ensure that an appropriate adult meets the pupils at their home drop off point
- Report any safeguarding concerns in line with school procedures
- Assist with inspections of the bus before and after each route
- Contact parents if the bus is running late
- Attend all Full Staff Meetings and relevant training

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers

PERSON SPECIFICATION

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative

First class organisational and administrative skills with the ability to remain calm under pressure

Excellent written and spoken English

It is highly desirable that applicants have the following attributes

- Ability to work in a way which promotes the safety and well-being of children
- A commitment to ensuring that all children are driven in a safe and appropriate manner
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life
- The ability to work as part of a close-knit team
- Flexible and proactive attitude to work
- Excellent time keeping
- An understanding of the independent school sector
- Personal integrity, honesty, energy, stamina and enthusiasm
- A sensitivity to the needs of young people and a commitment to their support, care and nurture
- Ability to maintain strict confidentiality



EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:
Friday 28th February at 7.00am

Interview Date:
Tuesday 11th March 2025

Start Date: Required as soon as possible

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

SALARY

Highly competitive salary, paid according to experience and qualifications.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



