



Bishop's Stortford College

PREP SCHOOL GAP
ASSISTANT

SEPTEMBER 2021

BUILDING CONFIDENCE FOR LIFE

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 market town between London and Cambridge.



ARE YOU LOOKING FOR A FULL-TIME POSITION AS A GAP ASSISTANT IN A FRIENDLY AND VIBRANT INDEPENDENT SCHOOL?

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.

CLOSING DATE FOR APPLICATION: MONDAY 19TH APRIL 2021, 9AM



Judged 'excellent' in all areas by the Independent Schools Inspectorate

INTRODUCTION TO THE PREP SCHOOL

Bishop's Stortford College Prep School is an independent, co-educational day and boarding school for pupils aged 8 – 13 (580 on roll). It is the preparatory school for Bishop's Stortford College to which most of the Prep School pupils transfer at the end of Year 8.

The Prep School is a superb place to teach and learn. The pupils are delightful and the staff hard-working, committed and full of energy; there is a shared sense of humour among the staff which makes working there such fun. Visitors often

comment on the buzz to the Prep School and the positive, happy atmosphere one experiences when they arrive. Relationships between pupils and staff are key to generating and sustaining this environment and the staff know very well that these important years are an integral part of building confidence for life.

Please visit the College website www.bishopsstortfordcollege.org to view our last ISI Inspection Report, of which we are extremely proud, and to get a flavour of all that goes on here.



150+ years old



Set on **100 acres** site



Small class sizes



120+ sports teams



Indoor **swimming pool**



State of the art
fitness centre

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Prep School Gap Year Assistant
Terms:	Full Time (Term-Time), Monday to Saturday
Reports to:	Prep School Deputy Head

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.

Prep School GAP Year Assistants employed at Bishop's Stortford College will be asked to carry out a variety of tasks:

Main Tasks

- The general support of teachers 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

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.

Safety, Health, Environment and Fire

The job 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 on the day they occur to the line manager.

The job 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.

Equality and Diversity

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 job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data

Protection

The job 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 a separate booklet that will be issued with this job description. 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.

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.

PERSON SPECIFICATION

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

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|---------------------|------------------------|-------------------------|
| • A covering letter | • Interview | • Medical Questionnaire |
| • CV | • References | • DBS Application |
| • Application Form | • Documentary Evidence | |
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Education and Qualifications

Essential

- Good GCSEs in Maths and English

Desirable

- Desire to pursue a career working in education

Experience and Skills

Essential

- Experience of being involved within a community club or society

Desirable

- Working in a school or other relevant setting

Personal Qualities

Essential

- Flexible, motivated and the ability to work unsupervised
- Confident and organised
- Strong communication skills.

Other

Essential

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.
- Able to work in a non-smoking environment.