

# Staff Recruitment

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## Beechwood Park School

### Graduate Teaching Assistant (Residential)



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.

“Going places. With its dynamic new head and, in the words of one happy parent, ‘feel good factor’, *Beechwood* should definitely be on the list of parents who want the certainty of a quality end destination for their child without compromising the joy of the journey.” *Good Schools Guide, 2017*

<b>90</b>  TEACHING AND TEACHING SUPPORT STAFF	<b>19</b> Scholarships	<b>140+</b>  Co-Curricular Activities offered throughout the year
<b>21</b> specialist instrumental and singing teachers	<b>540+ Pupils</b> <b>170+ Sports teams</b>	<b>300+</b> pupils take instrumental lessons
<b>70+</b> pupils take LAMDA exams	<b>2</b> Indoor Swimming Pools	<b>7</b> choirs
	<b>60</b> Boarders	<b>37</b> Acres
		<b>22</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 archives.

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 School* 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 and a brand new recording studio (2017)!

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 a busy and stimulating day, School buses depart and boarders' tea commences, then homework, music practice, the ever-popular *Colditz* - a *Beechwood* tradition! And then bed.

## 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.

## Boarding

Pupils in Year 5 and above can flexi-board, choosing how many nights a week they wish to board between Monday and Thursday night. There is no weekend boarding. There are boys' and girls' boarding houses, where each evening, once homework and music practice is complete, the children can take part in the many and varied activities and games on offer.



# 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.

## **Recruitment Aims**

The School appoints and retains well-qualified, experienced and talented staff who inspire excellence and discover talents in every child. The Headmaster appoints all staff in collaboration with other key staff.

## **Pupil Profile**

The School assesses all of its pupils upon entry. Most of our pupils are significantly above the national average in their academic ability and will achieve success in academically selective 11+ and 13+ examinations and scholarship assessments 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.

# The Role



## GRADUATE TEACHING ASSISTANT (RESIDENTIAL)

**Full time required for September 2019 – July 2020**

This is an excellent opportunity for a recent graduate considering a career in primary or secondary teaching to gain experience of working in a progressive and forward-thinking school.

This residential role focuses primarily on acting as a key member of the boarding team, with further opportunities to develop teaching skills and contribute to the wider pastoral life of the School.

Every year, the School defines the GTA role to the interests and abilities of the successful candidate. We are particularly interested to hear from candidates who offer further qualifications, experience or interest in Sport, Music, Drama or Outdoor Education or other areas of the School's academic, extra-curricular and pastoral programmes.

## Role Responsibilities



### Overall Responsibilities:

- Inspire excellent academic, extra-curricular, pastoral and spiritual development in every child.
- Develop confidence and independence in every child, encouraging their creative talents.
- Act at all times within the *BPS Teachers' Standards*.

### Boarding House Assistant

- Promote the health, safety and well-being of all boarders.
- Contribute to a fun boarding experience for all pupils.
- Support the Houseparents and boarding team with excellent communication in the smooth running of the boarding house.
- Work within the *National Minimum Standards for Boarding* at all times.
- Assist boarders in evacuating the building when the fire alarm sounds.
- Apply appropriate First Aid, referring other medical issues to the Matrons.
- Lead boarding activities and other boarding morning and evening duties.
- Lead specialist theme nights and trips.
- Attend boarding team and full staff meetings.
- Be a model of positive behaviour for the boarders.



# Role Responsibilities (continued)



## Teaching Assistant

Assist inspirational, highly-qualified and experienced staff to:

- Nurture, engage and inspire pupils in their learning.
- Assess, track and report on pupil progress socially and academically.
- Introduce and monitor interventions to improve areas of weaknesses.
- Promote learning through trips, visits, clubs, inter-house competitions, visiting speakers and other events.
- Maximise cross-curricular links in all subjects
- Delivery of whole-School numeracy and literacy strategies.
- Deliver all aspects of the *BPS Academic Departmental Handbook* in accordance with whole-School policy, which effectively communicates:
  - Departmental development philosophies and priorities
  - Teaching and learning objectives
  - Assessment, moderation, marking and reporting procedures
  - Baseline assessment and tracking procedures for all pupils, using SchoolBase, InCAS, CAT and other data, managing intervention where necessary.
  - Raise the quality of learning through effectively differentiated teaching.
  - Support lessons, sports, clubs and cultural trips and administration.
  - Provide short-term cover for teaching staff absence.

## Whole-School

- Participate in whole School staff meetings, staff training days and smaller working groups.
- Attend INSET training sessions.
- Attend Speech Day and other School events.
- Teach pupils how to keep themselves safe in accordance with the *BPS e-Safety Policy*, and *Child Protection Policy*, liaising with colleagues regarding the welfare and education of the children.
- Attend assemblies and other School functions, playing an active part in School life.
- Understand and follow all School and specific departmental policies and procedures.
- 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 *Child Protection* policies and procedures as published on the School network.
- In partnership with the Communications Manager, promote GTA work to the broader community including regular contributions to [www.beechwoodpark.com](http://www.beechwoodpark.com), social media, the School magazine, newsletters, corridor displays, open days and local, national and international press.
- Undertake other such specific duties appropriate to your post which the Headmaster may reasonably assign from time to time.
- Cover a fair share of staff duties.
- Develop pastoral management and teaching skills.
- Ensure outstanding levels of customer service in all communications, verbal or written.
- Keep SLT staff informed of any issues.

# Candidate Specification



## ESSENTIAL REQUIREMENTS FOR THE ROLE

- Education to degree level.
- Ability to work in a way which promotes the safety and well-being of children.
- Energy, creativity and an ability to lead small pupil groups under supervision.
- Ability to offer academic, extra-curricular or pastoral qualifications or experience.
- Excellent interpersonal and team skills with pupils, colleagues, parents and governors.
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of *School* life.
- High standard of personal presentation.
- Flexible and proactive attitude to work.
- A subject or age group specialism.
- An understanding of boarding Prep School education.
- ICT and audio/visual literate.
- Sporting, coaching, refereeing or lifeguard qualifications.



## DESIRABLE REQUIREMENTS

- Experience of an IAPS boarding school
- Willingness to be involved in at least one week of paid work at the BPS Holiday Club during the Christmas and Easter holidays.



### Salary and benefits

A salary of £11,220, at academic year 2018/2019 rates, is offered.

### Accommodation

This is a residential position for the better performance of duties. The position holder is provided with accommodation and School meals during the working week in term time which are to be taken in the School Dining Room.

### 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.*

# 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: Thursday, 25th July, 2019**

**Interviews will be held on 29th or 30th July, 2019**

## 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 only 5 minutes from Junction 9 of the M1 and 15 to 20 minutes from Harpenden, St Albans and Berkhamsted – all with super-fast train links to central London.

The School runs 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

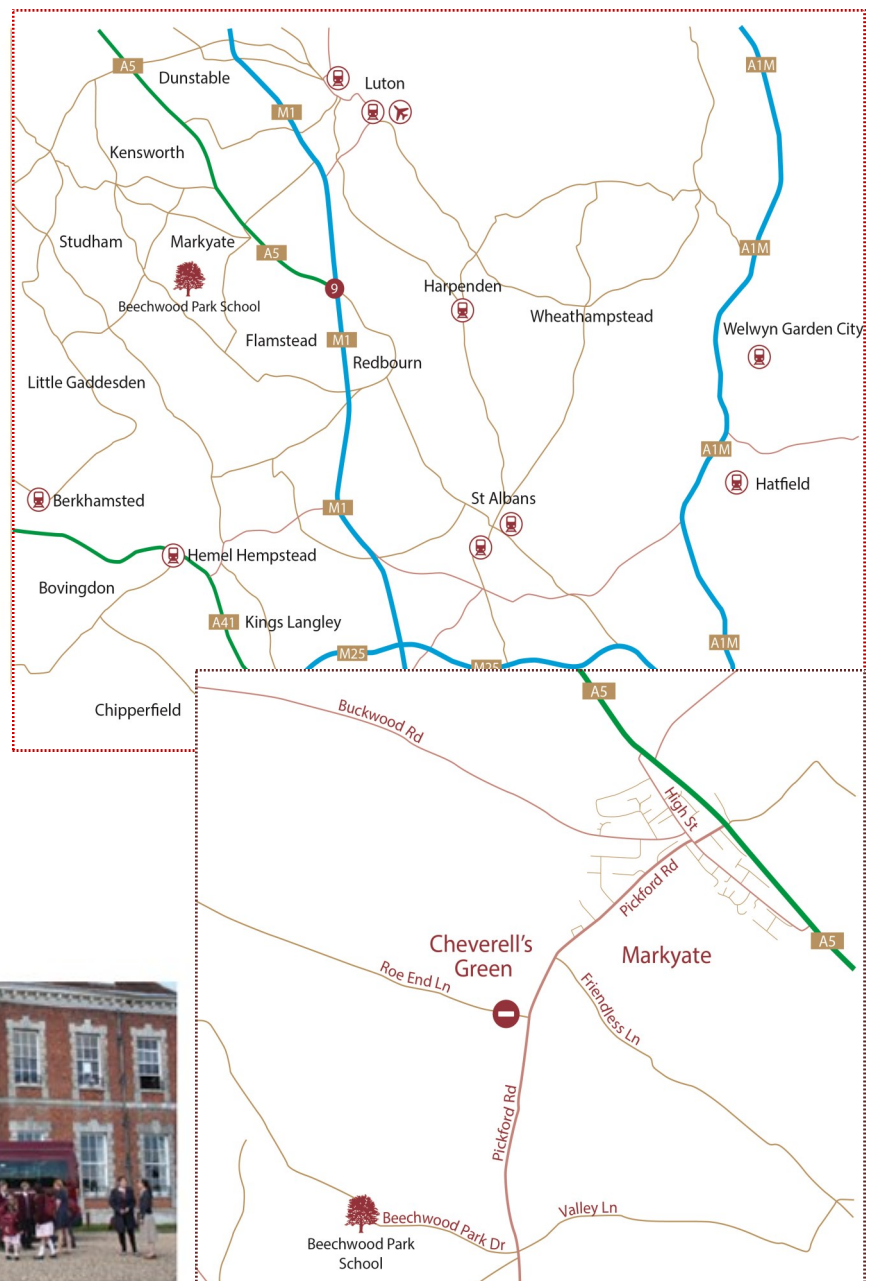
Harpenden - 15 minutes

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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