



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years



APPOINTMENT OF **Gap Assistant**

OLD BUCKENHAM HALL

Brettenham Park, Nr. Lavenham,
Suffolk, IP7 7PH
01449 740252

Context of Appointment

Set in 85 acres of Suffolk parkland, Old Buckenham Hall is one of the country's oldest and most beautiful preparatory schools. Since 1862, it has provided children with a rigorous curriculum and unparalleled co-curricular opportunities, all underpinned by an outstanding system of pastoral care. A co-educational school for children aged 2 to 13, OBH serves a boarding and day community that go on attend some of the most aspirational senior schools in the UK. Many of these pupils leave having achieved scholarships. Regular destinations include Eton, Oundle, Uppingham and Rugby, as well schools in East Anglia.

James Large joined the school in September 2023 as its tenth Headmaster and now leads the school in its mission to deliver the premier boarding prep education in the East of England. In June 2024, the school enjoyed a very successful Full Inspection from the Independent Schools Inspectorate (ISI), with inspectors noting "leaders' continual commitment to providing the best possible education and care for pupils results in a dynamic and forward-thinking school" alongside "a culture of trust, respect and aspiration within the school community."

We are looking to appoint staff who are committed to supporting the development of OBH and its pupils and who are motivated to be part of a busy rural boarding school. We value individuals who work hard and support others, but who are also able to have fun and embrace the joy of prep school education.

Job Description

WORKING PATTERN

Term time only, 45 hours per week

REPORTING TO

Responsible to Deputy Head Pastoral

JOB PURPOSE AND KEY RESPONSIBILITIES

Gap Assistants at OBH are expected to support the teaching staff in providing an excellent standard of education and care to all pupils at the School. They are required to perform their duties with enthusiasm and positivity and enhance the school's pastoral system. Each Gap Assistant's timetable consists of assisting different departments with their teaching programmes and supporting the boarding community at various times. Applicants with a particular interest in the following areas are encouraged to apply:

Marketing & Social Media
Science & Technology
Performing Arts

A typical day for a Gap Assistant at OBH will begin in the boarding house, followed by one of the above specialisms or classroom support. The afternoon is then usually given over to sport and extra-curricular activities. These differ throughout the year.

On a rota system each morning and evening, the important task of assisting in the boarding house takes place, alongside the Head of Boarding, Matrons and other duty staff. Duties in this area include; maintaining behaviour, ensuring quiet after lights out, supervising prep and meals, and ensuring all children are dressed and equipped appropriately for the day. This is a fantastic opportunity for Gap Assistants to take an interest in the children's passions and get to know them. A fun part of the role is to accompany the children while they take part in all the evening and weekend activities that form part of boarding life.

Gap Assistants are respected members of staff in the school and enjoy full use of its beautiful facilities. They are expected to show leadership qualities, be a role model to the pupils and to develop appropriate relationships with colleagues, parents and pupils.

All duties will be carried out within recognised procedures or guidelines and appropriate training will be given, where necessary. The post holder will be required to undertake and / or maintain training and professional development associated with this position.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar nature, which are considered appropriate.

GENERAL RESPONSIBILITIES

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the personal performance review process.
- Adhere to policies as set out in the School Policies.
- Undertake other reasonable duties related to the job purpose required from time to time.

GAP ASSISTANT CODE OF CONDUCT:

As the Gap Assistant role involves working with pupils over different areas of the school, a general code of conduct is outlined below:

- Assume the role of a member of staff, establishing a professional relationship with staff and pupils and taking on appropriate responsibilities.
- Ensure that all behaviour is appropriate, safe and within school community rules.
- Have an enthusiastic approach to work and activities and be prepared to learn new skills and get involved fully in school life.
- Be Prepared to take initiative.
- Undertake any reasonable duties required by the line manager.
- Report any concerns regarding a student immediately.
- Set an example to the pupils in dress and conduct.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

At Old Buckenham Hall we are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms, which means providing criminal conviction information, and must be prepared to undergo checks as relevant to the post, including with the Disclosure and Barring Service.