



BISHOPSGATE

# GAP YEAR ASSISTANT

INFORMATION FOR CANDIDATES

Required from September 2024





APPLICATION CLOSING DATE

FRIDAY 21st JUNE 2024

INTERVIEWS COMMENCE

MONDAY 24th JUNE 2024

 [bishopsgate-school.co.uk](http://bishopsgate-school.co.uk)  [recruitment@bishopsgatesch.uk](mailto:recruitment@bishopsgatesch.uk)

 Bishopsgate School,  
Bishopsgate Road,  
Englefield Green,  
TW20 0YJ  01784 775253



  
independent  
schools  
council







## Headmaster's Welcome

A very warm welcome to Bishopsgate, a school pulsating with life and opportunities, and I am truly delighted that you are considering joining our exceptional community.

At Bishopsgate, we boast a dynamic and enthralling environment, where childhood is not merely valued but cherished. Our unwavering commitment to exemplary pastoral care ensures that every child thrives, blossoms, and relishes their formative years with us. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey and beyond.

As the appointed Headmaster since September 2022, I stand resolute in my vision for Bishopsgate

- one where innovative teaching and learning are at the core of our ethos. We believe in offering our pupils a full spectrum of transformative experiences, an education that transcends boundaries and empowers them to embark on a path of endless growth and self-discovery. We take immense pride in providing an educational sanctuary where childhood is celebrated, and cherished memories are cultivated to accompany our pupils throughout their lives.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I extend my heartfelt wishes for every success in the upcoming interview process.

 Mr P Thacker  
Headmaster

## Ethos & Values

Bishopsgate is dedicated to unlocking the full potential of every child, guided by the unwavering principles embodied in our powerful motto – ‘Nil Nisi Optimum’ (Nothing but the Best).

Our school's mission revolves around fostering essential qualities in each pupil, with a strong emphasis on independence, collaboration, and leadership. We diligently nurture these qualities by encouraging critical thinking, continuous learning, reflective practice, and effective communication, all while embracing the values of resilience, curiosity, and creativity.

We are committed to preparing our pupils for the challenges that lie beyond the school walls. Our focus extends beyond academics, as we strive to instil in them the personal qualities necessary to embrace challenges, adapt to uncertainty, and navigate complexity with poise and determination.

### School Aims

Bishopsgate's vision is to be a thriving and successful 21<sup>st</sup> century school for our pupils. Our purpose is to provide the highest standard of education delivering academic rigour in an enriched environment, empowering each child to fulfil their potential. To fulfil our vision, Bishopsgate's strategy is:

- Outstanding teaching and learning, inspiring lifelong learners and developing critical and creative thinking, that permeates every area of Bishopsgate life.
- Placing communication at the heart of all that we do.
- A focus on employer brand, attracting, recruiting and retaining the highest calibre staff.
- A centre of excellence for wellbeing, fostering intrinsic motivation in every child, and shaping character through adventure and extraordinary experiences.
- To ensure the estate - as a place of learning and with biodiversity at its heart - keeps evolving and

inspiring our children, with all areas of school facilities up to a common standard and that reflect the outstanding quality of our education.

- Building enduring relationships with our communities, to create a caring and meaningful social and environmental legacy with a powerful sense of responsibility to others.

### History & Estate

Nestled on the prestigious Crown Estate, on the edge of historic Windsor Great Park, lies Bishopsgate – a highly-regarded institution encompassing a sprawling 30-acre campus adorned with abundant outdoor play spaces and lush woodland. With a rich heritage dating back to 1896, Bishopsgate stands as one of England's most venerable independent schools. Bishopsgate took its present form in 1996 through the amalgamation of Virginia Water Prep School and Scaitcliffe Prep School, epitomising the pinnacle of the co-educational day-school model. Today, the school thrives as a vibrant and joyous community; nurturing 400 pupils aged 3 to 13.

As a charitable institution, Bishopsgate shrewdly reinvests all funds, propelling a steadfast commitment to its people and resources. An eloquent testament to this dedication was the formal unveiling of a state-of-the-art £4.3 million sports facility in 2022, boasting four badminton courts, a climbing wall, a fully equipped gym, a versatile multi-purpose studio, and an all-weather sports pitch. The School's prowess extends further to a well-appointed 25m 4-lane indoor swimming pool.

The main school edifice, an imposing Victorian residence, is home to the Dining Hall, Medical Suite, Performing Arts Studio, Library, and Food Technology areas. Adjacent to this lies the dedicated music school, a testament to the School's holistic approach to education.

The heart of academic endeavours reside in two principal buildings. The Jubilee Building, catering to Years 5 to 8, houses cutting-edge amenities like Digital Learning, state-of-the-art Science Laboratories, and well-resourced departments for Classics and Modern Foreign Languages. The equally impressive Windsor Building, dedicated to







Nursery through Year 4, also proudly accommodates a purpose-built Design and Technology Suite, enhancing pupils' practical skillsets.

As an embodiment of academic excellence and a bastion of charitable values, Bishopsgate remains steadfast in its mission to nurture future generations, preparing them to embrace the challenges and opportunities of an ever-evolving world.

## Candidate search

Bishopsgate School is seeking willing, able and highly adaptable individuals to join them as Gap Year / Graduate Assistants between September 2024 and July 2025. This position offers an excellent first job opportunity if you enjoy working with young children and being part of a fun team of colleagues, learning valuable lessons that will benefit you in all future walks of life – academic, professional and personal.

Gap Assistants work across the school with children from Nursery to Year 8 supporting the teaching of core subjects and skills, having the same professional duties as Teaching Assistants. However, they tend to be deployed more flexibly to provide extra support where it is needed, not only in the classroom but also facilitating sports, outdoor learning, day and residential trips etc. This also enables them to gain insight into our various year groups and gain broad exposure to our amazing teachers. They also participate in our wrap-around provision, supporting either the Breakfast Club or the After-School Club, or both.

Working hours are 7:45am to 5:30pm Monday to Friday during term time, which includes 1 to 2 days at the at beginning or end of each term.

We welcome applications from existing graduates, university students who are aiming to take a break from their studies as well as Sixth Form leavers who are planning to take a gap year.

In recognition of the energy, enthusiasm and professionalism that you will be required to bring to this role we offer the successful candidate, a competitive salary commensurate with the responsibilities of the position. Moreover, you will be joining a team that places the utmost importance on Safeguarding. Your vigilance and attention to detail will ensure that any concerns are promptly reported to our Designated Safeguarding Lead, guaranteeing the safety and well-being of our students.

If you are seeking an opportunity to contribute to a prestigious educational environment and play a vital role in education and wellbeing of our children, we invite you to apply for the position of Gap Year / Graduate Assistant at Bishopsgate

### Salary & Benefits

- The school has its own generous salary and pension scheme.
- Onsite accommodation, where available
- Free membership to our onsite fully equipped Gym.
- Freshly-cooked lunch and snacks are provided at no cost during term-time.
- The School operates a Cycle to Work Scheme.
- Staff swimming sessions are available in our indoor swimming pool.
- Bishopsgate has its own wellbeing programme of activities and support and free membership of our onsite fully-equipped gym.
- Professional Development opportunities.
- Outstanding access to resources, including modern facilities, technology, and learning materials.
- A close-knit and supportive work environment, allowing staff to collaborate and share best practices
- There is on-site parking at School.



## Job Description

### Key Accountabilities

- Be a good role model for the children of Bishopsgate, forging appropriate relationships with the children and observing the school's policy on setting boundaries
- Working with teachers to support teaching and learning both within and outside of the classroom.
- Provide general and specific assistance to pupils and staff under the direction and guidance of the Teacher.

### Tasks

#### TEACHING & LEARNING

- Assist in the classrooms and outdoor learning areas to ensure the smooth running of the lessons
- Liaise with the class teachers to understand weekly and daily planning, including the objectives of

each lesson and being able to share these with the children

- Work on an individual basis with children in the classroom, clarifying and explaining instructions
- Deliver targeted individual support for pupils under the direction of the SENCo.
- Ensure that children are able to use equipment and materials provided
- Help the children to work effectively as possible both in groups and independently
- Assist with clearing away of classroom and materials to ensure effective and efficient teaching
- Assemble and maintain displays as directed
- Facilitate and supervise children on school trips including residential trips
- Assist in Games sessions, as directed by the Director of Sport.

#### PREPARATION & PLANNING

- Contribute ideas & suggestions to aid planning &







topic work

- Assist with the preparation of learning materials (photocopying etc.)
- Attend staff meetings when requested
- Attend staff INSET sessions and seek out training courses to support professional development

**NON CONTRACT TIME**

- Help care for sick children, liaising with and supporting the School Nurse as required
- Assist Grounds/Maintenance Staff when directed to do so by the Bursar
- Assist the office staff as required
- Take on a fair share of supervisory duties in accordance with staff duty rotas
- Undertake cover for absent colleagues when appropriate and as directed by Deputy Head (Teaching & Learning).

## Terms & Conditions

### Safeguarding

Bishopsgate School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The safeguarding responsibilities of the post include:

- Promoting and safeguarding the welfare of pupils and young persons for who you are responsible and with whom you come into contact
- Following all codes of practice in relation to the safeguarding of the pupils’s welfare: discipline; health and safety regulations; child protection; and the reporting of accidents
- 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 pupils in the school, s/he must report any concerns to the School’s Designated Safeguard Lead (DSL) or to one of the Deputy DSLs

- All posts are exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with pupils.

### Whole Staff Responsibilities

- All staff must be prepared to work outside these hours occasionally to meet the requirements of the post
- Adhere to and promote all school policies, including those on code of conduct, whistleblowing, dignity at work and equality and diversity
- Comply with school policies and procedures with regard to absence and dress code
- Undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

### Training

- All staff must attend INSET which is one or two days prior to the start of each term
- Undertake training appropriate to the role and keep up to date with emerging best practice
- Participate in the evaluation of job performance through the Professional Development Policy

### Health & Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

### Data Protection

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others



who are defined as data subjects under the Data Protection Act 2018. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school’s Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster. This Job Description will be reviewed annually by the Headmaster.







## Personal Specification

### QUALIFICATIONS

- GCSE or Equivalent in Maths, English and Science - minimum grade C or 4
- Minimum of 2 A Levels or Equivalent level qualification
- Full Driving Licence

### SKILLS

- Ability to work in a team
- Sound organisational skills
- Ability to explain tasks simply and clearly
- Ability to promote the enjoyment, engagement and success of pupils

### KNOWLEDGE

- Understanding of the importance of Safeguarding

### PERSONAL QUALITIES

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to plan time effectively and organise yourself well
- Punctual with the ability to transmit a positive, cheerful and good humoured approach to work.
- Calm, flexible with a strong sense of integrity



## The Application Process

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
- Applicants are required to complete the Application for Employment form available on the School website.
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- If you are currently working with pupils on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to pupils or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with pupils, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with pupils, your current employer will still be asked about your suitability to work with pupils, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with pupils or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Pupils's Safeguarding Operation Unit.

## Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with pupils.
- References will be requested before interview unless there is a valid reason not to do so.
- All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Candidates may be invited for interview upon application.
- All candidates invited to interview must also bring with them three forms of identification. Either three from Group A or two from Group A and one from Group B:
- Group A
  - A current driving licence together with paper licence,
  - A passport,
  - A full birth certificate,
  - Marriage certificate (if applicable).
- Group B
  - A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
  - Where appropriate, any documentation evidencing a change of name.
  - Please note that originals of the above are necessary. Photographs or certified copies are not sufficient.

