



Graduate Teaching Assistant Applicant Information Pack



beechwoodpark.com

Welcome

Thank you for your interest in working at Beechwood Park School.

I am delighted to introduce you to our school, a thriving community at whose heart are our wonderful pupils, supported by a team of inspiring staff.

We believe that the transformative effect of a preparatory Beechwood Park education provides boys and girls with a safe, happy and uniquely child-centred environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

As you will see in our Mission, on page 7 of this booklet, Beechwood Park nurtures, engages and inspires its pupils, developing their confidence and independence, establishing in them the skills that prepare them for a future life and love of learning.

Our highly-qualified and experienced teaching staff encourage children to engage as active learners, take increasing ownership of their studies, probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark.

I am exceedingly proud of what Beechwood Park staff do each and every day, ensuring our pupils benefit from a rich, diverse and exciting education. Opportunities abound within and beyond the classroom, and we provide our pupils with the time and space to learn, flourish, create and challenge themselves.

Beechwood Park pupils are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do. They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.

Pupils enjoy particularly good relationships with their teachers and the wider staff at Beechwood Park; our most recent ISI Inspection, which you can read here refers to “the open and trusting relationship that staff and pupils enjoy.... (which) leads directly to some excellent pupil choices” (ISI 2019)

I hope you find everything you are looking for on our website to help you decide if Beechwood Park could be right for you.

We look forward to welcoming you.



Christian Pritchard
Headmaster



The Role

Job Title: Graduate Teaching Assistant (Residential)

Department: Beechwood Park School

This is a full time role required for September 2024 to July 2025.

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, co-curricular and pastoral programmes.

Overall Responsibilities

- Inspire excellent academic, co-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 Head of Boarding and the 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.
- 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.

Teaching Assistant

Assist Beechwood Park's inspirational, highly qualified and experienced staff to:

- Nurture, engage and inspire pupils in their learning.
- 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 group.
- Attend Speech Day and other school events.
- Teach pupils how to keep themselves safe in accordance with the BPS Online 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 and Child Protection policies and procedures as published on the school network.
- Assist with pupil registration.
- 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.
- Inform SLT 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, co-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.
- ICT and audio/visual literate.

Desirable Requirements

- Experience of an IAPS boarding school.
- An understanding of boarding prep school education.
- Sporting, coaching, refereeing or lifeguard qualifications.
- Car driver.

Salary and Benefits

A salary of £15,532 at academic year 2023/2024 rate is offered.

Accommodation

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

Additional Benefits include:

- Use of sports facilities including indoor swimming pool.
- Free parking

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 post 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 at the start of each term. Public holidays occurring when the school is in session will be working days

Safeguarding and Child Protection Beechwood Park School is committed to Safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BPS Staff Application Form and to produce original documentation of certificates and degree qualifications.

The school will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BPS Child Protection and Health and Safety Policies
- The reporting of low-level concerns in support of the school's Mission to Nurture, Engage and Inspire and its core Values

The school reserves the right to review and change this job description as the needs of the school change.

Agreed by Headmaster

Date

Agreed by Job Holder

Date

The Application

Please download, complete and return the school's Application Form with a covering letter of application, to:

Mr Christian Pritchard
Headmaster
Beechwood Park School
Markyate
Hertfordshire
AL3 8AW

Beechwood Park is an equal opportunities employer and we aim for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from black, Asian and other minority ethnic backgrounds, and those with disabilities.

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, Berkhamsted, Hemel Hempstead, and Luton – all with super-fast train links to central London.

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

By Road:

M1 Junction 9: 5 minutes
Harpenden: 15 minutes
St Albans: 20 minutes
Berkhamsted: 20 minutes

Nearest Airport:

London Luton: 15 minutes



The School

Beechwood Park School is an independent day and boarding preparatory school for 500 boys and girls between the ages of 3 and 13 years, whose Mission is to Nurture, Engage and Inspire its pupils. Founded in 1964, and set in a beautiful 60 acre estate amidst unspoilt Hertfordshire countryside, Beechwood Park enjoys a well-established reputation for being one of the country's leading co-educational, independent preparatory schools through its provision of academic excellence and a well-rounded education.



We believe in the transformative effect of an excellent preparatory education which provides boys and girls with a safe, happy and uniquely child-centred nurturing environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

The school has a strong family atmosphere, which is central to the enjoyment of school that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and well-being of pupils in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.

Academic

From the Woodlands Nursery right through to the Top Form, our education laminates solid foundations of skills and knowledge on which our pupils can build future learning. Our highly-qualified and experienced teaching staff encourage children to engage as active learners, to take increasing ownership of their studies, to probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark. Through this, our pupils learn the confidence and independence to inspire.

Curriculum

Beechwood Park's curriculum facilitates inter-disciplinary thinking and promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand.

Co - Curricular

Beechwood Park offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Beechwood Park education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Character Education

Beechwood Park seeks to develop attributes that will enable pupils to thrive personally and educationally and to offer an education for life. This means a great deal more than securing strong grades and making compelling applications to senior schools; it also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate.

Teamwork

As they make their way through the school, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their well-being.

Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.

Leadership

We believe in educating the leaders of tomorrow, leaders capable of critical thinking, collaboration, competitiveness but also compassion. We teach them to be courageous, decisive and dedicated young people who bring their emotional intelligence to bear in their entrepreneurship and creativity and in the future flourishing of humanity.

Life Skills

Our senior pupils are living examples of our co-educational Mission; they are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do.

Diversity

Beechwood Park nurtures a diverse community and rich curriculum. We encourage pupils to understand the world around them and their place within it. In the same way, Beechwood Park itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its Mission and Values.



Our Mission

Beechwood Park's Mission is to be a leading UK prep school. To fulfil this ambition, with the support of parents, the school:

- Nurtures 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 child 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, co-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.

Staff Recruitment

It is the school's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Head appoints all staff.

All candidates for employment at Beechwood Park complete a BPS Staff Application Form and follow the school's safer recruitment processes including an enhanced DBS clearance.

All employees work in a culture of openness, trust, and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with child protection and health and safety policies.
- The reporting of low-level concerns in support of the school's Mission to Nurture, Engage and Inspire and its core Values.





beechwoodpark.com