



Graduate Teaching Assistant



Information Pack

Required September 2023

www.beechwoodpark.com

Beechwood Park

Beechwood Park School is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

“Particularly strong (academic) reputation, but also nurtures and educates children in the wider sense. The result is sparky, confident children who exude pride in their school and are incredibly happy learners..”

Good Schools Guide



Welcome

Thank you for your interest in working at Beechwood.

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

We believe that the transformative effect of a preparatory Beechwood 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 4 of this booklet, Beechwood **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 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 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; 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 could be right for you.

We look forward to welcoming you.

M. Cussans

Maureen Cussans
Interim Headmistress



The School

Beechwood Park School is an independent day and boarding preparatory School for around 525 boys and girls between the ages of 3 and 13 years.

Founded in 1964, and set in a beautiful 40-acre estate amidst unspoilt Hertfordshire countryside, Beechwood 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.

The School constantly invests in improving facilities and infrastructure to provide a modern working and learning environment for staff and pupils alike. Our sports hall, swimming pool complex, music technology suite, recording studio, IT infrastructure and surrounding park and woodland provide further spaces for 21st century children to explore and grow.

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 wellbeing 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.

Our most recent Independent Schools Inspection Report (ISI) March 2019 identified the School to be excellent in all areas with no recommendations for improvement, and it is an incisive and honest external appraisal of our wonderful community.



Our Mission

Beechwood'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, co-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.



The Role

Job Title: Graduate Teaching Assistant (Residential)

This is a full time role required for September 2023 to July 2024

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.



Role Responsibilities

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;
- Apply appropriate First Aid, referring other medical issues to the School Nurses;
- 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'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 INSET training sessions;
- 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;
- Provide technical support for assemblies;
- 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.
- In partnership with the Marketing Manager, promote GTA work to the broader community including regular contributions to the school website www.beechwoodpark.com, social media, the school newsletters, corridor displays, open days and local and national press;
- Undertake other such specific duties appropriate to your post which the Head may reasonably assign from time to time;
- Assist with pupil registration;



- 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 £14,531 at academic year 2022/2023 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.

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

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

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.

Agreed by Head

Date

Agreed by Job Holder

Date

The Application

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

Mrs M Cussans
Interim Headmistress
Beechwood Park School
Markyate
Hertfordshire
AL3 8AW

Please feel free to contact the Headmistress for an informal discussion via email
hmsecretary@beechwoodpark.com

Closing date for applications: Monday 20 February
Interviews will be held during the week beginning 6 March



Safeguarding and Child Protection

Beechwood Park 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 identity documentation and certification of qualifications.

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

The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Mission across all aspects of its educational provision. 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.

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.

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.

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





Beechwood Park School

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