

King's House School

GAP STUDENT

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General Information

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the relatively new Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining awards.

The Nursery Department operates from its own site in a recently acquired and carefully restored building. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery Department and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff but the school PE, French and Music staff help out with sessions each week.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games (at the playing fields) and in some years, ICT. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys join the Senior Department for Year 4. This is the original school site and has been developed substantially since then. It is deceptively large area which includes the school's theatre, a recently-refurbished library, gym, AstroTurf pitch, two ICT rooms, two Science laboratories and a Music area. The boys are taught in three groups (or sets in some years) up until Year 8 with increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance or Scholarship at the end of Year 8.

Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concert and other performance opportunities for music, and numerous games fixtures and

other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older. Overall, King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

Working at King's House

Staff at King's House are expected to show a commitment to the school and its ethos. The school has its own salary structure, and staff are automatically enrolled in the Group Pension Scheme for non-teaching staff. Staff benefit from a programme of professional development which includes appraisal and in-service training courses delivered by school staff or externally.

The Post

Gap Student

The Gap Student accepts responsibility for the performance of tasks assigned to him/her under the direction of the Headmaster (MT) and Head of Pastoral Care (AC) or others to whom authority has been delegated.

The Gap Student's daily routine is detailed in his/her weekly timetable. Changes to this timetable and additional or incidental tasks may occur but a typical day will involve:

- 7:30 – 8:00 Breakfast Club
 - 8:00 – 8:15 Collect boys from bus stop and walk them to JD/SD
 - 9:00-10:35 Work under the guidance of the Head of Learning Support in the senior
 - 10:35-11:05 Break or attending games
 - 11:05-11:30 Playground Duty in the Senior Department or attending games
 - 11:30-12:35 Break or work under the guidance of various departments (e.g. Games, Junior Department, Head of Learning Support or in the Administration of additional tasks)
 - 12:35-13:05 Lunch
 - 13:05-14:00 Playground Duty in the Senior Department.
 - 14:00-16:30 Work under the guidance of the Head of Sport
 - 16:30-16:45 Playground Duty, ensuring the playground is empty. On a Tuesday when a Senior Department Staff Meeting occurs (roughly every other week) the Gap Student supervises Homework Club from 16:30 until 17:15
- There is a pigeon-hole for the Gap Student where teachers will leave general administrative tasks for the Gap Student.
 - On normal days the Gap Student should dress in sports kit unless they are attending an event where formal dress is required.
 - The Gap Student will have a fortnightly meeting (or termly meeting depending on the length of employment) with the Head of Pastoral Care to discuss progress and track performance in relation to the end of service payment bonus.
 - The Gap Student should be aware of the school's Bullying and Child Protection policies.
 - If the Gap Student is going to be absent he/she must telephone the Deputy Headmaster (Martin Shore) before 7a.m.

The main duties of the role include:

Learning Support Department:

- Help mark score whole school assessments which pupils sit in September.
- Support reading with Year 4 boys. The Gap Student is given a list of pupils on the Toe by Toe programme and they collect the pupils from class and do one-on-one reading with them (usually for about 15 minutes each).

- When a boy is taken out of class, the Gap Student must make sure that the clear permission of the teacher has been given.
- The Head of Learning Support will give the Gap Student an overview of phonics and the Toe by Toe programme.
- Occasionally, the Gap Student will give one-on-one help in a class. The Gap Student will help the pupil keep up with the teacher and help with presenting work.

Sports Department:

- Every afternoon and for four mornings the Gap Student will help out with Games
- Make sure the medical kit for each year is on the coach.
- Check with the head of sports that all the correct kit is going to the games field.
- Assist a coaching session and occasionally take one
- You can always help out with the PE lessons
- Refereeing matches both mid-week and on Saturdays.

Playground Duties:

- Make sure the boys are safe. If the games they are playing are too dangerous, stop them.
- Supervise the Astro.
- Keep an eye out for boys who are on their own. If something appears to be wrong take their name and report it to their form teacher.
- If a boy is hurt and needs to see the nurse, take him to the nurse and tell the nurse what happened.
- Keep an ear out for the bell.
- At 13:30pm when the bell goes for lunch, make sure the boys go and line up.
- Don't join the boys' games.
- Insist on being called by your surname.
- Circulate around the school if there is a wet break, reminding boys to go to their form rooms.

Personal Qualities when dealing with:

Pupils:

- You must treat the pupils fairly, positively, and in a friendly manner but not as friends
- Use appropriate language and display good manners at all times
- Avoid physical contact and where possible being alone with a pupil in a classroom or other space

Inappropriate pupil behaviour:

- Admonish calmly and avoid making threats
- Refer to a member of staff for assistance

Dealing with Parents:

- Remain calm and professional
- Refer to a member of staff for assistance

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers

Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

How to Apply

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to the HR Department, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible. Alternatively, please email your application to recruitment@kingshouseschool.org.