



# KING'S HOUSE SCHOOL

RICHMOND

## 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 Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge, where there are numerous pitches including a new full-size 3G one.

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 scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. 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 and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music and IT departments.

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 and in some years, Computing. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two Computer rooms, two Science laboratories and Music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6, with some subjects setted, and streamed in Years 7 and 8. Boys experience 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 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.

### **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.

### **Equal Opportunities Employer**

King's House School are an equal opportunities employer who celebrate diversity and believe in equal opportunities for all. Employment decisions throughout the school are made without regard to any status protected by law.

### **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 Will Cullen, HR Manager, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than Friday 8<sup>th</sup> October 2021. Alternatively, please email your application to [recruitment@kingshouseschool.org](mailto:recruitment@kingshouseschool.org). We welcome early applications and will consider holding interviews before the closing date for strong candidates.

## **Job Description**

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 example timetable below is not an exhaustive list of responsibilities, changes to this timetable and additional or incidental tasks may occur but a typical day will involve:

- Supervising Breakfast Club/Earlybirds
  - Collect boys from bus stop and walk them to JD/SD
  - Playground Duty
  - Work under the guidance of the Head of Learning Support in the Senior Department or Deputy Head of Junior Department
  - Work under the guidance of various departments (e.g. Games, Junior Department, Head of Learning Support or in the Administration of additional tasks)
  - Supervise After-school care or 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 or Deputy Head of the Junior Department to discuss progress and track performance.
- 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) or Deputy Head of Junior Department (Amanda Doliveux) before 7a.m.

### **The main duties of the role include:**

#### **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, needs to see the nurse, take him to the nurse, and tell the nurse what happened.
- Do not 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.

#### **Sports Department:**

- Help out with Games when required
- 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 sessions

#### **Learning Support Department:**

- Help mark score whole school assessments, which pupils sit in September.
- Support pupils with reading. 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.

### **Personal Specification**

#### **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