



# KING'S HOUSE SCHOOL

RICHMOND

**Gap Student (one term)**

Candidate Information Pack





# Welcome to King's House School

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where pupils can thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are constantly investing in our facilities to ensure an inspiring education for students in many years to come. We are also delighted to be welcoming girls into Reception from September 2024 as we move to full co-education, and we enter this new phase in our history. I hope this website provides you with a flavour of what life is like at King's House School, with a staff who develop enthusiastic young people, who can be relied upon to make a positive contribution in all areas of school life.

**Mark Turner**  
**Head**



**“Preparing the pupils for life beyond King’s House is integral:  
problem solving, working with everyone, collaborating,  
thinking critically, knowing what to do when you don’t know  
what to do.”  
STAFF MEMBER**





# The School

King's House School was founded in Richmond in 1946 and has been a boys' prep school since then; we will welcome girls into Reception for the first time in September 2024. 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 pupils 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 on Princes Road. The school also has a 35-acre sports ground just over Chiswick Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, a 3G pitch and all-weather pitch.

All children in the Nursery are guaranteed a place in Reception, and there are also small intakes at Years 3, 4 and 7. Pupils generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Caterpillar Class (rising 3s), are based on the top floor and Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery and the ground floor has an additional room used for music and small group activities. 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 to Reception with about forty children 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 pupils do have lessons with specialist teachers for Music, French and PE and Games and in some years, Computing. All children take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.





## The School

Pupils 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, new design technology room 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. Pupils experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the pupils follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the pupils are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also numerous outings for all years to enrich the curriculum, and year groups from Year 3 go on residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class size means that we can get to know each child and identify their unique strengths, interests and passions.



An aerial photograph of a large sports ground. The foreground and middle ground are dominated by several soccer pitches with white and green markings. To the right, there are several tennis courts, one with a prominent orange surface and others with green surfaces. The sports ground is bordered by a fence and surrounded by trees. In the background, a large blue river flows through the landscape. The text "First class sports facilities at our 35-acres Sports Ground in Chiswick" is overlaid in white on the image.

First class sports facilities at our 35-acres Sports Ground in Chiswick



## Gap Student (one term)

We are looking for enthusiastic and creative Gap Students to join our team. You will work closely with our PE and Games department alongside a variety of other duties across the school.

**How to apply:** please complete the application form on our website

<https://kingshouseschool.org/application-form/>

**Closing Date:** Rolling Recruitment

- Salary: £15,459 per annum pro rata
- Hours: 07:30 – 16:45 Monday to Friday + occasional Saturday fixtures
- Reporting to: Head of Pastoral Care
- Free school lunches during term time
- Contract type: Full-Time, Fixed Term Contract (Spring Term) 3<sup>rd</sup> January to 27<sup>th</sup> March 2024 inclusive



# Job Description

## Responsibilities

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)

To include but not limited to:

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.





# Job Description

## Responsibilities continued..

### 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 with 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.



# Person Specification

The ideal candidate will have some or all of the following:

- A keen interest in sport. Experience in playing or coaching one of our three main sports (Football, Rugby, Cricket) would be an advantage

## **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



**“The curriculum is excellent and provides a rich scope of learning for all ages. It is enriched by an exciting range of extra-curricular activities.”**

**ISI INSPECTION 2016**



## **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 is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.