



ST JOHN'S BEAUMONT PREPARATORY SCHOOL

OLD WINDSOR



Boarding and Teaching Assistant
Candidate Information Pack
April 2024





ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for children aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. Please note that online searches may be performed on shortlisted candidates, including social media accounts.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).



WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Pension Plan with People's Pensions to which the School will contribute the equivalent of 5% of your salary if you contribute a minimum of 2.4%.

HOLIDAYS As a term-time only role, you will be expected to take holiday during the school holidays. The school terms run across roughly 36 weeks of the year.

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time, all meals are available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

DISCOUNTED SCHOOL FEES At the discretion of the Headmaster and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.

ACCOMMODATION This is a residential role, and year-round accommodation will be provided to successful candidate within the School building for a small charge. This includes household utilities, and all meals will also be provided during term time.





JOB DESCRIPTION

Job Title	Boarding and Teaching Assistant
Group	Boarding
Reports to	Head of Boarding and Head of Pre-Prep
Responsible for	-

JOB PURPOSE:

The main focus of this role is to support the Dormitory parents in their day to day operations with particular focus on the supervision of students. The selected candidate will also be required to support lessons as a teaching assistant, principally in Pre-Prep (with 3-7 year olds).

ROLE SPECIFICATION:

- Start Date: January 2025 (fixed-term until December 2025)
- Working hours: full-time on a rota-based system, term-time only
- Salary: depending on experience

ROLE OVERVIEW:

About Boarding:

St John's was built as a boarding school in 1888 to accommodate 60 pupils in two dormitories. The dormitories are located in the main school building and whilst they still retain their original layout they have been recently fully refurbished to provide a more modern and practical accommodation space for the children, offering privacy and individual workspace. Evenings in boarding are spent participating in activities and enjoying the use of the school's facilities.

About Pre-Prep:

St John's Beaumont is undergoing a transformational period in its history. The Governing Council recently announced that St John's would be co-educational in the Pre-Prep from September 2023, with a view to moving progressively towards full co-education all the way through.

Having recently embarked upon the High Performance Learning (HPL) programme (<https://www.highperformancelearning.co.uk/>), a recent review of the curriculum determined that our pupils' creativity should be a focus for development.





The Nicholas Owen Block is our colourful and vibrant Pre-Prep department where every child matters. The walls in the bright and airy classrooms are covered with the pupils own work, of which they are all very proud. Each classroom has a full-time teacher and TA's to support, ensuring every child has one to one time to further their learning every day.

Each day is busy and fun-filled with the pupils being taught a wide range of academic subjects, which include weekly drama and music lessons taught by subject specialist teachers. Staff to pupil ratios are kept deliberately low to ensure the highest possible quality of provision is offered to our pupils at such an important stage in their education.

Details of Job Description

Boarding Duties:

- Assist with the morning routine including supervising wake up, showers, getting ready for the school day and breakfast.
- Assist with the evening routine including supervising planned activities, dinner time, showers and bed time.
- Supervise study periods encouraging quiet, appropriate behaviour and providing assistance where needed.
- Supervise the pupils' free time.
- Supervise and plan weekend activities to ensure the enjoyment and safety of all pupils.
- Assist with the arrival and departure of boarders at the start and end of term, guest room and half terms.
- To work collectively with the Boarding Team and implement the decisions made.
- Attend the boarding community Sunday Mass unless absence agreed with Head of Boarding.
- To perform other key tasks as the Headmaster may reasonably assign.
- Attend whole school meetings, boarding meetings, relevant staff training sessions and any related activities.
- Be available to provide cover in Boarding at short notice if there is staff sickness to ensure pupil to staff ratios are maintained. This may also include cover during the week.
- On rota, do a weekly "sleep-in" duty from 9.00pm to provide support for the dormitory parent during the night.





- Be flexible to help cover overnight stays if a staff member is ill or otherwise stated.
- Ensure that children keep their cubicles clean and tidy and maintain good levels of hygiene in the boarding house.

Day Duties:

- Provide in-classroom support with literacy and numeracy in other areas of the School, primarily in the Pre-Prep department.
- To support the classroom teacher and fulfil the role in accordance with their wishes and direction.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- To contribute effectively to the teachers' planning and preparation of lessons.
- To support teachers in assessing the pupils progress through a range of assessment activities including daily reading.
- To monitor pupils' responses to learning tasks and modify their approach accordingly.
- To have high expectations of all pupils; to respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to supporting fully their educational achievement.
- To build and maintain successful relationships with children, to treat them consistently, with respect and consideration and be concerned for their development as learners.
- To be involved in the PE/Games & Swimming programme

Pastoral, Health and Medical:

- Under the guidance of senior boarding staff, ensure that risk assessments for boarding activities outside of the school premises are understood and followed.
- Promote a climate where boarding school staff and students share mutual respect, care trust and concern.
- Promote a sense of community.
- Help and guide the pupils to share a collective responsibility, to be aware of the difficulties or problems of others, and to offer such support and help for each other as appropriate
- To support the School's disciplinary policy by encouragement and reward and through a clearly understood and fair system of sanctions; foster an acceptance of the code of conduct of the house and School; to inform the Head of Boarding in any cases of bullying and general misconduct.





- Set a good example and demonstrate a clear expectation of student behaviour.
- Refer serious discipline problems to the Head of Boarding or Heads of School as appropriate.
- Ensure that you are familiar with the School's policies and procedures, particularly for child protection and safeguarding, countering bullying, substance misuse, health and safety including Covid-19, and are aware of the appropriate response in these areas.
- Ensure boarding house processes are followed particularly with regards health and safety, safeguarding and medical protocol.





Person Specification:

	Essential / Desirable
Knowledge	
<ul style="list-style-type: none"> • Sound knowledge of safeguarding procedures or willingness to learn 	E
<ul style="list-style-type: none"> • Knowledge of Primary or Preparatory School/Education environment (children aged 3 – 13) 	D
<ul style="list-style-type: none"> • Knowledge of residential settings for children 	D
Experience	
<ul style="list-style-type: none"> • Experience in working with school age children 	D
<ul style="list-style-type: none"> • Experience coaching sport or games 	D
Skills & Personal Qualities	
<ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children and young people 	E
<ul style="list-style-type: none"> • Organized, self-motivated and able to meet targets & deadlines 	E
<ul style="list-style-type: none"> • Excellent interpersonal skills; the ability to communicate and work collaboratively in a team 	E
<ul style="list-style-type: none"> • Pro-active and approachable 	E
Qualifications	
<ul style="list-style-type: none"> • Willingness to obtain necessary first aid and lifeguarding qualifications (if current certificate not already held) 	E





HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office bursarsoffice@sjb.email for an application form.

CLOSING DATE

Monday 15th April at 10.00am

We reserve the right to close the application deadline early, and make an appointment before the closing date.

