



SWANBOURNE HOUSE

Take one bright mind...

Junior Member of
Staff (Gap)
Applicant Pack

OUR PHILOSOPHY

MISSION

To unlock and develop the confidence and individual talents of each child

VISION

To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities

To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge

To ensure both day and boarding pupils are well prepared, within the context of a character and values education, for their next school and adult lives in a fast-moving and challenging globalised world

ABOUT SWANBOURNE

Swanbourne House School is a Co-educational Day and Boarding school for 3 – 13 years. Nestled within 55 acres of beautiful Buckinghamshire countryside, Swanbourne House offers every child the opportunity to unlock their individual greatness. We impart a sense of value and self worth to awaken a personal discovery of talents and passions.

In 2020, the School will be celebrating its 100th year with a stand out programme of century celebrations. The School will not only look back at its rich history with its alumni but will celebrate the legacies that are yet to come from an education at Swanbourne House.

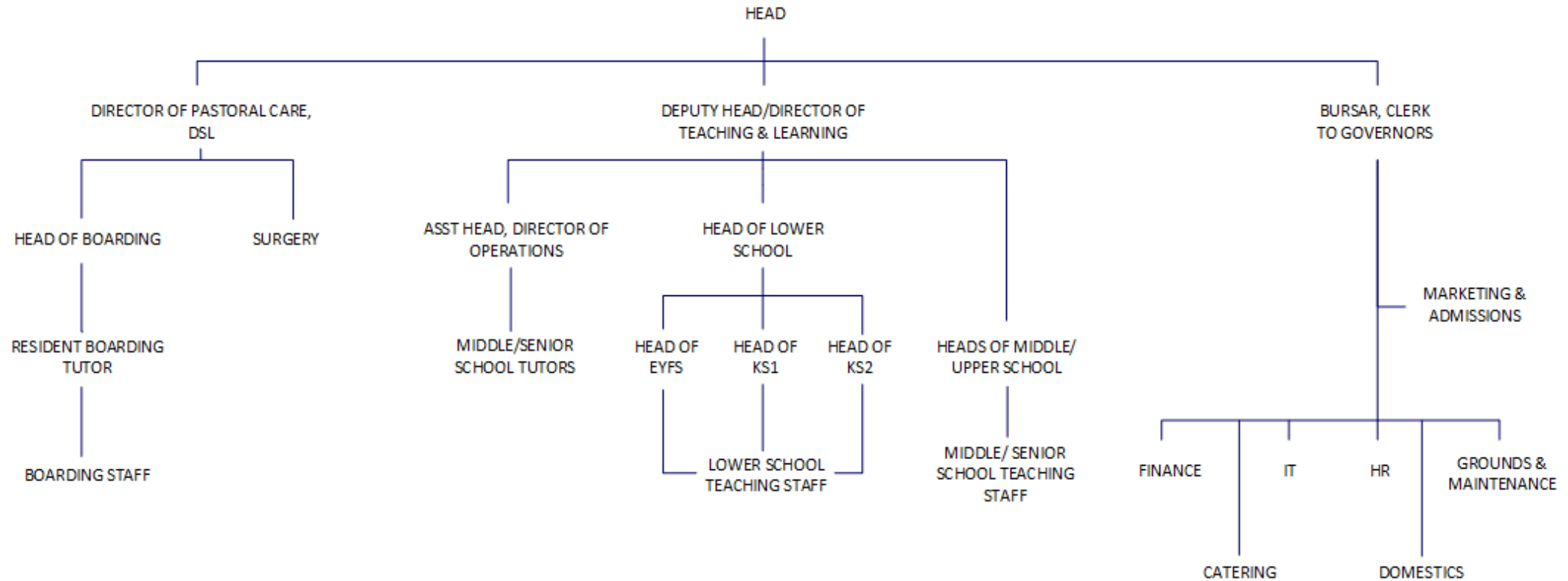
As a country School, we are an integral part of the wider Swanbourne village community. Children come to us from the surrounding areas and some from further afield.

We are incredibly proud of the breadth of our offering and the opportunities we provide for our children and staff to unlock their individual greatness. Our employees are encouraged to be active members of our school community;

- Full, Weekly & Flexi Boarding
- Extensive Wrap Around Care
- Chapel
- Enrichment Programme
- Personal Tutors
- Learning Support
- Senior School Masterclasses
- Internal Scholarships
- Senior School Scholarships
- Progressive Academics – English, Maths, Humanities, Ancient & Modern Languages
- PSHE
- The Arts
- Sport
- Outdoor Learning

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STRUCTURE



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GOVERNANCE

- The School is a registered charity, the most recent return to the Charity Commission can be viewed at: [Charity Commission Website](#)
- The School is a member of the following independent school associations: IAPS, BSA, ISBA and AGBIS and it is inspected regularly by the Independent Schools Inspectorate (ISI). ISI's most recent reports can be accessed on the School's website at: <http://www.swanbourne.org/Inspection>. The School was recently awarded an 'Excellent' in all areas in its most recent ISI Inspection report (December, 2018).
- The Governors - The Board of Governors meet at least once a term and act as the School's proprietor. There are a number of sub-committees that oversee delegated functions: Education; Governance, Marketing & Communications; Development; Finance and General Purposes. These committees also meet once a term and the Head attends all these meetings. Members of the Board are drawn from within the local community and further afield. They provide a wide range of experience and a diverse range of skills and offer significant support to the School's leadership team. Profiles for our Governors can be found at: <http://www.swanbourne.org/Governors>
- There are over 45 teaching staff and Swanbourne House employs over 90 people making the School one of the largest employers in the local area.

Junior Member of Staff (Gap)

THE ROLE:

Gaps are responsible under the direction of the Head of Boarding, for assisting the academic and pastoral development of the children in the school and to undertake a variety of additional tasks that support the wider marketing and operations of the School. Gaps are not expected to teach children in the formal sense, they will not be placed in charge of any group of children without a full member of staff being present or having established the activity.

This is a residential role and the Gaps will live in the Gap accommodation on site but separate to the main building. This accommodation is shared with other Gaps and it is possible that two gaps will need to share a bedroom. The accommodation consists of lounge, kitchen/diner and bathroom. The accommodation has Wi-Fi, washing machine, tumble dryer and dish washer. It is expected that the Gaps keep the accommodation in good, clean and tidy order and are respectful of the school rules whilst living on site.

Gaps will at all times be referred to as Mr... and Miss... by the children, be expected to be smartly dressed during the working day (the minimum expected are smart trousers, shirt and tie for the men and comparable attire for the ladies) in order to ensure that high standards of behaviour and respect by the pupils are maintained.

The Gap is expected to fully immerse themselves in Swanbourne life. The working week includes Saturday mornings assisting on reception, in boarding, and assisting with sporting fixtures against other schools home and away. The Gap is on duty every Sunday during term time; however we have exeat weekends; 2 each term when the boarders leave school and the staff have the weekend off from 1pm Friday until 5pm on Sunday. Every week each gap will have 1 and a half days off. Gaps are expected to attend all INSET's that take place and be available until 8pm on the last day of each term.

All meals are provided in term time however the Gap accommodation has full cooking facilities including toaster and microwave.

RESPONSIBILITIES AS A GAP:

- Assisting the Duty Staff in supervising play areas and break-time activities. It is expected that Gaps show initiative in the organisation of informal games with children
- Overseeing and helping the serving of snacks at break time
- Acting as classroom assistant in all subject areas
- Assisting with the delivery of games, assisting and providing coaching for specific teams, supervising changing rooms
- Assisting with Educational and Adventure Trips off site during term time
- Undertaking the preparation of teaching resources: photocopying, laminating, display work etc
- Supervising small groups of children in non-teaching situations
- Being aware of any significant pastoral needs of the children
- Assist in the general setting up of and serving at school events
- Be present at the beginning and the end of each term, half-term and exeat for boarders packing, etc
- Organise, set up, supervise and promote end-of-term disco or similar events
- Perform a variety of admin tasks including collating of registration, answering telephones and anything reasonably requested by the office staff or Bursar
- Supervision of meal times and prep
- Assist Boarding House staff with evening activities
- Assist with morning wake up and breakfast in boarding
- Undertake Matronal duties as part of the wider delivery of the duty of care
- Assist Boarding House staff with maintenance of the dormitories and undertake some laundry duties.
- Proactively seeking out opportunities to teach or assist with an activity that reflects one of your talents/interests

REQUIREMENTS AS A GAP:

They will be required to;

- Attend and pass First Aid Training during Inset
- Attend an Formal Induction
- Attend and pass Life Guard Training
- Take note of term time requirements/ dates and plan their return to Swanbourne accordingly
- Be fully committed to school life
- Be energetic, enthusiastic and a hard-working person who sets themselves very high professional and personal standards
- Be a good listener
- Be a person who truly enjoys working alongside with children and is able to win their confidence and inspire them
- Have a good telephone manner
- Able to communicate at an appropriate level with staff, pupils, parents and outside agencies

HOW TO APPLY:

Start Date: September 2020

Closing Date: 14 February 2020

Interviews: TBC

Salary: £6,600 PA

Contract Type: Full time

Contract Term: Permanent

Please submit a Cover letter and a completed application form, which can be found at <https://www.swanbourne.org/vacancies/>.

For any further information, please contact personnel@swanbourne.org School visits are encouraged and welcomed.

Swanbourne House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity. The supplied references will be taken up and the School may approach previous employers to verify particular experience or qualifications. The successful candidate will need to complete a medical questionnaire.

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Forward Term Dates:

Autumn Term 2020 (12.5 weeks)

Wednesday	3 rd September	6:00pm	Term begins for boarders
Thursday	4 th September	8:00am	Term begins
Friday	25 th September	12:30pm	Exeat begins (NO Cabin Club for 3s-6s)
Sunday	27 th September	7:00pm	Exeat ends for boarders
Monday	28 th September	8:00am	Exeat ends
Friday	16 th October	3:30pm	Lower School (3s-6s) Half term begins
Friday	16 th October	4:40pm	7s - TY Half term begins
Sunday	1 st November	7:00pm	Half term ends for boarders
Monday	2nd November	8:00am	Half term ends
Friday	20th November	12:30pm	Exeat begins (NO Cabin Club for 3s-6s)
Sunday	22nd November	7:00pm	Exeat ends for boarders
Monday	23rd November	8:00am	Exeat ends
Friday	11th December	3:30pm	Lower School (3s-8s) Term ends
Friday	11th December	6:00pm	9s - TY Term ends

Provisional Spring Term 2021 (10.5 weeks)

Tuesday	5th January	6:00pm	Term begins for boarders
Wednesday	6 th January	8:00am	Term begins for day pupils
Friday	22nd January	12:30pm	Exeat begins (NO Cabin Club for 3s-6s)
Sunday	24 th January	7:00pm	Exeat ends for boarders
Monday	26 th January	8:00am	Exeat ends for day pupils
Friday	12 th February	3:30pm	Half term begins for Lower School (3s-6s)
Friday	12 th February	4:40pm	7s – TY Half term begins
Sunday	20th February	7:00pm	Half term ends for boarders
Monday	21st February	8:00am	Half term ends for day pupils
Friday	12 th March	12:30pm	Exeat begins (NO Cabin Club for 3s-6s)
Sunday	14 th March	7:00pm	Exeat ends for boarders
Monday	15 th March	8:30am	Exeat ends for day pupils
Friday	26 th March	3:30pm	Lower School (3s-6s) Term ends
Friday	26 th March	4:40pm	7s – TY Term ends



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