



Appointment of  
**GAP Student**  
**SWANBOURNE HOUSE**  
BUCKINGHAMSHIRE

# ABOUT SWANBOURNE HOUSE

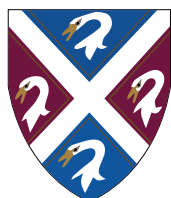
Swanbourne House School is a co-ed prep school for ages 4 to 13 based in the Buckinghamshire countryside, around 20 mins from the thriving new town of Milton Keynes.

Our curriculum provides a broad education with strong academic foundations, allowing pupils with a range of abilities, interests and learning styles to flourish.

It's a **progressive approach** that ensures children are ready to take on the challenges of the next stage of their education with courage and confidence. In September 2019, we replaced Common Entrance with the Pre-Senior Baccalaureate, an assessment model that seeks fairly and accurately to quantify a pupil's all-round achievements in Year 7 and Year 8. A final summative Baccalaureate Certificate accompanies the transfer to senior schools and offers a 360° assessment of a pupil's progress, knowledge, skills and attitudes.

The breadth and balance within the curriculum entices pupils to engage fully in the range of lessons they have each day. Activity and investigation enable our pupils to be confident in thinking for themselves and to be resilient when problem solving.

**An education at Swanbourne House School has a hands-on feel where children increasingly take ownership of, and pride in, their education. We are passionate about developing in the children, genuine awe, wonder and curiosity at the complexities of life and the world about us – past, present and future.**



# ABOUT THE STOWE GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access not only to Stowe's world-famous estate but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

# WE ARE CHANGE MAKERS

Swanbourne House and The Stowe Group have a talented and committed workforce.

We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of a Stowe Group education.



# GAP Student

## RESPONSIBILITIES

- 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
- 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
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- 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
- Proactively seeking out opportunities to teach or assists with an activity that reflects one of their talents/ interests

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 time established the activity.

We have suitable dedicated Gap accommodation on site, which is available as part of the package due to the hours of the duties which may sometimes need to be worked. 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 two exeat weekends 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.

## YOUR APPLICATION

An application form can be downloaded from our website [Vacancies - Swanbourne House School](#).

Completed application should be sent to [recruitment@stowe.co.uk](mailto:recruitment@stowe.co.uk) If you need any help with the application process please contact: [recruitment@stowe.co.uk](mailto:recruitment@stowe.co.uk) or call 01280 818005

## SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.



**SWANBOURNE HOUSE**

THE *Stowe*  
GROUP