



# High March

High March School, Ledborough Lane, Beaconsfield, Buckinghamshire HP9 2PZ

Headmistress: Mrs K. E. Gater MA PGCE (Warwick)

## APPLICATION PACK FOR THE POST OF ASSISTANT TUTOR IN UPPER SCHOOL



## Contents

3. **Welcome**
4. **Aims and Ethos**
5. **Job Description of an Assistant Tutor in Upper School**
7. **Personal Specification**
9. **How to Apply**
10. **Invitation to Interview**

**Address** High March School  
Ledborough Lane  
Beaconsfield  
Bucks  
HP9 2PZ

**Telephone** 01494 675186

**Email** [office@highmarch.co.uk](mailto:office@highmarch.co.uk)

**Website** [www.highmarch.co.uk](http://www.highmarch.co.uk)

At High March School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of an Enhanced DBS (CRB) check.

## Welcome

Thank you for your interest in the post of Assistant Tutor at High March which becomes vacant on 1<sup>st</sup> September 2022.

### The Candidate

We are looking for a university or school leaver who is interested in pursuing a career in teaching or working with children. The job will involve working with children, teaching staff and administrative staff. The year will be spent assisting both teaching and administrative staff and therefore will be highly informative for someone who is considering teaching as a career. This is a full time post, fixed term contract from 1<sup>st</sup> September 2022 to July 31<sup>st</sup> 2023.

### About High March

High March is a thriving mixed-ability preparatory day-school for girls aged 3 to 11 with a co-educational Nursery. Our pupils come mainly from the local area with many families moving to Beaconsfield from London. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Class sizes are small with a maximum class size of 20 pupils.

Academic expectations are high and pupils at the School make superb progress. Our pupils are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. We also have an excellent record in the Bucks County 11+ Transfer Tests.

Music, Art, Drama and Sport are all highly valued at the School with specialist teachers, teaching spaces and excellent facilities and equipment.

High March is a family owned school established in its current form by Mrs Del and Mr Robert Anderson who were Headmaster and Headmistress for many years. The School is now owned by their grandchildren, Mrs Belinda Avery and Mr Michael Chapples. They were both educated at High March, they live in Beaconsfield and both have children who have been pupils at the School. They take a passionate and thoughtful interest in all aspects of the School, and are fully involved in High March life. They are supported by a committed and experienced Board of Governors.

High March is a happy School where dedicated and caring staff are appreciated and valued.

Kind regards,



Mrs Kate Gater  
Headmistress

## Aims and Ethos

High March School aims to provide education of the highest quality and promote excellence in all fields.

To achieve this aim the School:

- Provides a happy learning environment in which children feel secure and are valued as individuals.
- Promotes high standards of achievement ensuring that all pupils are working to the best of their ability at all times.
- Develops positive attitudes and a lifelong love of learning.
- Nurtures talent and encourages achievement in class, in sport, in music or drama.
- Promotes a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remains non-denominational in its admissions policy and teaching.
- Provides social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity.
- Cultivates pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively.
- Fosters confident young people who possess a developing self-esteem and thorough work ethic.
- Develops commitment to personal and team goals.
- Encourages friendly and informal relationships within a structured and disciplined routine.
- Provides a pastoral care system that instils the values of care and consideration for others, and care for the environment.
- Establishes cultural links with outside organisations.
- Prepares pupils for 11+ Common Entrance, Scholarship and Buckinghamshire 11+, as well as for the challenge of life in their senior school.





## Job Description of an Assistant Tutor in Upper School

An Assistant Tutor has a responsibility to help maintain the highest professional standards at High March.

By his/her example he/she needs to encourage the children to have high expectations of themselves.

He/she needs to maintain a lively enthusiasm for his/her role, and to be vigilant at all times for the general welfare of the children.

He/she needs to help promote a high morale, foster constructive relationships with parents and always to preserve and enhance the good name and reputation of High March.

The Assistant Tutor reports to the Head of Upper School, the Deputy Heads and the Headmistress.

### Duties of an Assistant Tutor:

The job may include:

- Early morning duty, supervising children from 8:00-8:30am
- Working with individual or groups of children, (mainly in Maths and English)
- Assisting in swimming and games lessons
- Attending the termly school trips
- Attending residential trips
- Administrative tasks, filing, photocopying, telephone, typing, putting up notices
- Putting up classroom displays
- Some weekends when the school is hosting a special event, e.g. Christmas Fayre, the Art Exhibition or school events such as Sports Day
- Attending and helping with Parents' Evenings
- Working as a Classroom Assistant in Key Stage Two
- Supervising children waiting for an after school club
- Supervision in the library
- Collating absences and giving information to and passing information from the School Office
- Opening the front door to visitors when based in the Staff Room and when not in lessons
- Delivering post to teachers and classrooms
- A break or lunch duty most days



- Attend school events that take place at the weekend
- Limited attendance in the school holidays

The applicant should have the following skills:

- A good standard of English and Maths are essential
- Ability to take a swimming Life Saving qualification
- General knowledge of ICT skills, such as Microsoft Office
- Good communication skills
- Good organisational skills
- Although mainly based at Upper School (Key Stage 2), if needed the applicant must be willing to try out different roles at Junior House (Key Stage 1 and the Foundation Stage)
- Ability to be flexible



### School Events:

Attend school events that take place in the evening or at the weekend. Current school events include:

- Anderson Family Evening in October
- Christmas Fayre in November or December
- Annual Art Exhibition in May
- Sports Day in June
- Year 6 Production and Leavers' event

## Personal Specification

### Qualifications and training:

Qualifications and experience required:

- GCSE English and Mathematics
- A Levels or equivalent

Other skills required

- High level of ICT skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Strong organisational skills
- Initiative
- Effective time management



Personal qualities

- Positive and forward thinking
- Efficient
- High standards and expectations
- Ability to work in a team
- Lots of energy



### **Equal opportunities:**

The post holder will be expected to support the School's commitment to Equal Opportunities. The member of staff will be committed to ensuring Equality of Opportunities for all pupils.

### **Health and Safety:**

The post holder will be expected to pay due regard to the School's Health and Safety Policies and to report any concerns to the Bursar or Headmistress.

### **Confidentiality:**

It is expected that all School employees will understand that our work is confidential and that personal details about staff, children and families should not be discussed outside the school.

### **Hours of Work:**

Forty two hours a week currently consisting of 7:50am to 6:30pm on Mondays and 7:50am to 4:50pm on Tuesdays to Fridays. This is a term time only post, although the Assistant Tutor will be expected to work full weeks at the beginning and end of term.

### **Remuneration:**

The salary for this post is currently £12,500 per annum.



## How to Apply

The post is for September 2022. Applications will be considered as they are received, therefore, early application is recommended.

### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. Curriculum Vitae will not be accepted in substitution for a completed Application Form in the absence of good reason. Equal-opportunities and child protection statements are available on request from the School.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Candidates will be required to complete a disclosure from the Disclosure and Barring Service at the enhanced level.
- We will seek references on candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although they may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or Department for Education Children's Safeguarding Operation Unit.

## Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
  - A current driving licence including a photograph **or** a passport **or** a full birth certificate
  - A utility bill or financial statement showing the candidate's current name and address
  - Where appropriate, any documentation evidencing a change of name

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

## Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer to a successful candidate will be conditional upon:
  - Receipt of at least two satisfactory references
  - Verification of identity and qualifications
  - A check at DBS Barred List and the Protection of Children Act List as appropriate
  - A satisfactory DBS Enhanced Disclosure
  - Verification of professional status such as QTS Status
  - For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
  - Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance

- Completion of a Self-Declaration Statement that under the Childcare (Disqualification) Regulations 2009 the successful candidate is not “disqualified”.
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

***Please note:***

Where a candidate is:

- Found to be on Disclosure and Barring Service’s Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the Department for Education Children’s Safeguarding Operation Unit.