



# 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



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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 2024.

### 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 2024 to July 31<sup>st</sup> 2025

### 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.

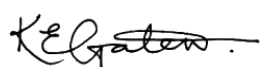
Academic expectations are high and pupils at the School make superb progress. Our pupils are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. We also have an excellent record in the Bucks County 11+ Transfer Tests.

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. If this sounds like a school of which you would like to be a part, I hope you decide to make an application.

Kind regards,



Mrs Kate Gater  
Headmistress

## Aims and Ethos

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

To achieve this aim the School will:

- Provide a caring community in which children feel loved, known and valued as individuals.
- Encourage high levels of effort and ambition ensuring that all pupils are aiming for their personal best at all times whether as individuals or as part of a team.
- Promote positive attitudes and character strengths including friendship, respect, confidence, diligence, curiosity and a lifelong love of learning.
- Nurture talent and endeavour and encourage academic, sporting and artistic achievement in all pupils.
- Promote a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remain non-denominational in its admissions policy and teaching.
- Provide social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity to include respect for the Fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Cultivate pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively.
- Provide a pastoral care system that instils the values of care and consideration for others, for the environment and for themselves.
- Establish and nourish links within the local community and the wider world in order to enrich our lives culturally and spiritually.
- Prepare pupils for 11+ Independent Senior School Entrance Examinations and Scholarships. Equip pupils with the curriculum skills required for Buckinghamshire 11+ Transfer Tests, as well as for the challenge of life in their senior school.
- Provide a broad and rigorous curriculum which equips pupils with the knowledge and skills required to transition successfully to their senior schools and which lays a firm foundation for future learning.
- Provide a stimulating and enriching co-curriculum which provides opportunities to develop interests and skills and which instils confidence and supports personal development and growth.

## 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.
- Attending 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 September or October (Friday Evening)
- Christmas Fayre in November or December (Saturday)
- Annual Art Exhibition in May
- Sports Day in June (Saturday)
- 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
- Proficient swimmer

Personal qualities

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



### **Equal opportunities:**

High March is an equal opportunities employer and is committed to achieving and maintaining a workforce which represents the population from all sections of the community in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender, gender reassignment, age, and disability (together known as “Protected Characteristics”).

### **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:**

Your hours of work are 7:50am to 6:00pm on Mondays and 7:50am to 5:30pm Tuesday to Friday. This is a term-time only position, but you will also be expected to work a full week at the beginning and end of each term.

### **Remuneration:**

The salary for this post is £16,720 per annum paid over twelve months, September to August.



## How to Apply

The post is for September 2024. All applications will be considered as they are received and interviews will be arranged accordingly. Completed applications should be emailed to Mrs T Crockford (PA to the Headmistress) at [recruitment@highmarch.co.uk](mailto:recruitment@highmarch.co.uk).

### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. A 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. The Child Protection and Safeguarding Policy can be found on our website.
- 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 Criminal Records Bureau at the enhanced level.
- Candidates will be required to complete a Self-Declaration Statement.
- 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 you 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 (e.g. 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 Department for Education Children's Barred List and the Protection of Children Act List as appropriate.
  - A satisfactory DBS Enhanced Disclosure.
  - Verification of professional status.
  - 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 including consideration of an online search of social media for shortlisted candidates
  - ⊖ 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.
- Possible social media online checks if shortlisted.
- Satisfactory completion of the probationary period.

***Please note:***

Where a candidate is:

- Found to be on Department for Education 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.