GRADUATE TEACHING ASSISTANT (SPORT)

Required September 2022

We require a graduate who is looking for work experience in an independent preparatory school (4-11). This one-year post is ideal for anyone considering the teaching profession as a likely career. Applicants should be able to offer coaching skills and have a keen interest in teaching younger pupils.

We are looking for candidates who can work well with a certain degree of independence, who have an innovative outlook, clear ambition and enthusiasm for pupil development and who will be fully involved in the life of the school.

Forest Preparatory School is situated at the innermost point of Epping Forest and is also within 30 minutes of the centre of London. It is well-known for the quality of its extended curriculum, successes in Sport, the Arts and for Academic Excellence with pupils regularly winning scholarships and awards to our own senior school as well as other highly competitive secondary schools. The junior section of an all-through school, Forest Preparatory School has its own excellent facilities, but also benefits from sharing a site with the Senior School and utilising whole-school resources.

Forest is very proud of its academic status, its reputation in a range of co-curricular activities. All teaching staff are encouraged and expected to contribute in accordance with their strengths to the outstanding co-curricular programme and other areas of School life.

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

Should you wish to discuss any aspect of this position before applying, Mr James Sanderson, the Head of Forest Preparatory School, would be happy to hear from you (020 8352 6631 or prephead@forest.org.uk).

You are strongly encouraged to look at our website www.forest.org.uk/prep-school where you will find a full introduction.

The post offers an opportunity for a recent graduate to gain extensive and worthwhile working experience in a large independent school. The post will be particularly attractive to any graduate thinking of a career in education. The work will be varied, and that variety would, to some extent, be determined by the personality, enthusiasm and skills of the individual appointed.

The Graduate Assistant Teacher will support the work of the Preparatory School and help with occasional Senior School fixtures including Saturday and after-school matches. They also have the opportunity to attend off-site events and residential trips. Graduate Assistants are also expected to assist with the organisation of field trips, department administration and departmental visits.

The post should become a successful springboard for those considering teaching as a career. An attractive salary package is on offer which includes accommodation, breakfast and lunch throughout the term. The School also encourages its Graduate Assistant Teachers to extend their experience by attending, at the school's expense, relevant training courses. The appointee would be a full member of a lively and friendly group of dedicated teachers.

Should the Graduate Assistant Teacher be of a high enough calibre, there will be an option available to stay on for a further one-year contract and complete a PGCE qualification at a University selected by the School.

Terms & Conditions of Employment

- School-based accommodation (house share);
- The School offers significant benefits including automatic life assurance, membership of a personal accident scheme, discounted medical insurance and substantial pro-rata fees remission for the children of staff who qualify for places at Forest;
- The appointment is subject to a satisfactory medical and an enhanced disclosure check by the Disclosure and Barring Service, details of which are set out in Annex A.

Child Protection at Forest School

Forest School is committed to safeguarding and promoting the welfare of children and young people, and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. Job interviews will include questions about safeguarding children.

Forest School's Policy and Procedure

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Employee Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

Applications and Selection Process

Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, which will include interviews and an assessment of the candidate's suitability to work with children.

The essential criteria for the person specification must be met in full. These will include qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people. Only those candidates who meet the criteria fully will see their applications taken forward.

We will approach current and previous employers for references on all short-listed applicants, before the interview. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

A criminal records disclosure at enhanced level via the Disclosure and Barring Service (DBS) will also be required before the commencement of employment. Forest School complies with the DBS Code of Practice a copy of which can be obtained from the School on request.

Applications close Monday 21 March 2022 at 12:00pm

Interviews will be held on Friday 25 March 2022

The School reserves the right to make an appointment at any stage, should an outstanding candidate emerge.

Annex "A"

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You will, therefore, be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The Governors of Forest School are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the Criminal Records Bureau will be kept in strict confidence. The disclosure of a criminal record will not debar you for appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.