



Appointment of  
**GAP STUDENTS**

**SWANBOURNE HOUSE**  
BUCKINGHAMSHIRE



# WELCOME TO SWANBOURNE HOUSE

**S**wanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

**Nick Holloway**  
**Head**

**S**wanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

**State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab**

The Pre-Senior Bacculaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

### **The Manor House**

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.



# Gap Student

**Hours of work:** Full time

**Accountable to:** Deputy Head Pastoral

## The Role

Gap Students are responsible, under the direction of the Deputy Head, 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.

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. 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 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 day off in the week or 2 half days in the week. Gaps are expected to attend all INSET days.

## Key Tasks

- 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 room
- 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
- 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 assist with an activity that reflects one of their talents/ interests

## You will be required to:

- Attend and pass First Aid Training during Inset/or complete basic first aid
- On rotation be 2nd on call in the boarding house, once every 4 weeks
- Attend Formal Induction
- Complete all required Educare Training modules
- Attend and pass Lifeguard Training
- Take note of term time requirements/ dates and plan your 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

*The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above. 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.*

## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A Levels of equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Lifeguard qualification</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• A proactive ability to devise and supervise activities and entertainment for children aged 9-13</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to communicate at an appropriate level with staff, pupils, parents and outside agencies</li> <li>• Be a good listener</li> <li>• An enjoyment of working with children</li> <li>• Have the ability to multi task</li> <li>• An understanding of safeguarding in a School environment</li> <li>• Calm under pressure</li> <li>• A caring and patient personality, with sufficient energy and resilience to fully participate in the school hours of this thriving and busy prep school</li> </ul>	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.		



In this role we are looking for **Change Makers** who are:

Professional	1	2	3	4	5
Creative Problem Solvers	1	2	3	4	5
Kind	1	2	3	4	5
Flexible	1	2	3	4	5
Collaborative	1	2	3	4	5
Communicator	1	2	3	4	5

### VALUE SCALES

- 1 This value is the least important to the role
- 2 This value has some significance to the role
- 3 This value is desirable to the role but not essential
- 4 This value is important to the role
- 5 This value is essential to the role

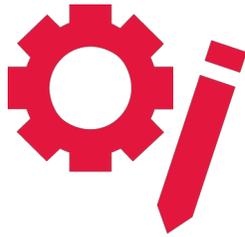


## COLLEAGUE BENEFITS



### Discounted School Fees

At Stowe Group schools



### Learning and development opportunities



### Volunteer leave

Up to 2 days paid leave for volunteering



### Shopping discounts

Through the 'Discounts for Teachers' website



### Free refreshments



### Free annual flu vaccine



### Each person reward and recognition

Discounted shopping, cashback and access to diesel fuel card



### £85 Annual Golf Membership

For you and immediate family (applies to permanent colleagues only)



### Wraparound childcare

Free wraparound childcare available for all colleagues at Prep Schools



### Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive



### Employee wellbeing programme

Including free access to counselling services, physiotherapy and more

## YOUR APPLICATION

An application can be made by clicking on the job link on The Stowe Group vacancy page, this will direct you through to The Stowe Group recruitment hub applicant tracking system. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

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

This is a full time temporary role.

Accommodation is included.

Lunch is provided free of charge.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

**The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.**



# THE *Stowe* GROUP

**In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Ashfold, 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 the 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.



**Heathrow Airport is less than an hour away and Luton Airport 45 minutes.**

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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