



APPOINTMENT OF GAP ASSISTANTS

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

Bilton Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service

Bilton Grange is a wonderful Prep School situated just south of Rugby; we currently have over 380 pupils, the largest the School has ever been, and we recently opened Little Grange Nursery (August 2022) to provide an outstanding provision for a further 80 children aged from six months. The Pre-Prep, housed in its own Edwardian buildings, caters for day children from age 3 (in 'The Nest') to Year 3 inclusive; Year 4 upwards are in the Prep and are a combination of day, boarding and flexi-boarding pupils. Presently, we have in the region of 65 full and weekly boarders, with another 35 flexi-boarding on a regular basis. It is possible, although uncommon, for children to commence boarding, whether flexi or fully, in Year 3.

The pupils benefit hugely from the awe and wonder of the buildings and interiors, designed by Augustus Welby Pugin, and the 90 acres of outdoor space, a parkland of nationally designated beauty. Our children depart at 13 for a range of senior schools, both boarding and day, as confident, engaged and well-mannered young men and women, committed to learning and exploring the world around them. A number win scholarships to senior schools in a variety of disciplines: academic, music, sport, art, design technology, drama and, for some, all-round excellence.

The most recent and significant development in the School's history is the merger with Rugby School which took effect from January 2020. The synergies and opportunities to further strengthen the pupil experience have been a roaring success and the future is very bright. Bilton Grange remains a separately managed and registered school and parents still have a wide choice of senior schools to which their children can progress: there is no automatic progression to Rugby School nor an expectation that all would do so, though the majority do. The staff of both schools work closely together, both in pupil-facing roles and in the operational and administrative spheres.

Bilton Grange has always offered strong academic teaching as part of a broad education that few other schools can match and encourages the highest aspirations in pupils within a friendly environment. Our website www.biltongrange.co.uk provides a further window into our world. Recent ISI inspection reports can be found on this site including the successful Compliance Inspection from March 2022.

Bilton Grange is fortunate in having excellent facilities for specialist teaching whether in the academics, the performing and creative arts, or sport. In just the last year, we have fully refurbished the whole Pre-Prep, all classrooms in the Prep, designed a new Stem lab and Art room and we're currently putting the finishing touches to the permanent new Nursery building. Along with our full-size, floodlit astroturf, inside Pugin's walled garden, our 25m indoor swimming pool, our sports hall, our extended Music Facility (opened in January 2019) and improved boarding accommodation, these newer facilities provide the school with the means to educate the pupils in as rounded a way as possible. Next on the list is to further develop the boarding as well as the outdoor learning spaces which play a big part in our curriculum.

The facilities are important but they are nothing without the energy of the staff and pupils who use them. Bilton Grange is determined to be The Best and in order to reach this lofty goal, it needs to attract quality staff. Our staff work hard but enjoy the challenges of being in a busy and fulfilling learning community. They are dedicated to the children in their care who in turn feel secure and happy. Relatively small class sizes ensure each child can receive the appropriate amount of individual attention. Specialist teachers carry out almost all teaching from Year 5 upwards across a very wide curriculum, but specialist teaching

begins earlier than this, even in the Pre-Prep. Academic staff contribute enthusiastically to the life of the School, offering games coaching and other activities to the children according to their skills and interests, and a number are involved in boarding. Nearly all teachers have a pastoral role as tutors, which in the Middle School (Years 5 and 6) involves a Form of around 15 and in the Upper School (Years 7 & 8) a smaller group of between 6 and 8 pupils, in order to enhance the pastoral and academic support and oversight in these critical years.

Bilton Grange is accessible from the M1, M6 and M45, and enjoys a central location in the country with good links by both road and rail in all directions.

Each calendar year, the School appoints a number of Gap Assistants as assistant members of staff, to work in both the Prep and Pre-Prep departments. Gap Assistants 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. They will be referred to as Mr... and Miss... by the children, and be expected to be smartly turned out during the day (for example men will be expected to wear a tie). This helps to maintain the high standards of behaviour and respect that exist at the School. Training in child protection and induction into the School, helping Gap Assistants to consider setting appropriate boundaries with the pupils, is given at the start of a Gap's time with us.

It is expected that the successful candidates will be fully involved in the life of this boarding and day school in the widest sense. The working week includes Saturday morning classes and children enjoy fixtures against other schools as well as games and activities on a Saturday afternoon. Gap Assistants are also required to accompany trips and activities on Sundays which are arranged for the full boarders. There is ample scope to share interests and enthusiasms with the children in their activity time. It is hoped that the daily timetabled schedule for a Gap Assistant can be tailored to a degree towards individual areas of expertise and enthusiasm. For example, we sometimes have specific needs for Gap Assistants who are experienced in Music, Drama and Design Technology, as well as the possibility of a Gap Assistant who will specialise in supporting the Pre-Prep (perhaps considering a career as a primary-trained teacher), although they too will have additional duties within the Prep and in the Boarding houses in the evenings and weekends. Our Gap Assistants are trained (at our expense) to become qualified lifeguards which not only helps them to be more effective in their role at Bilton Grange but also provides Gap Assistants with a useful qualification for their further endeavours. Some of our Gap Assistants have some experience of playing (or possibly even coaching) our major sports (Netball, Hockey, Rugby, Cricket, Athletics and Rounders) and generally all are expected to help with sports coaching and supervision. We are also interested in having at least one Gap assistant with experience in the School's new Chorister Programme and one with an interest in equestrianism.

Gap Assistants will normally receive free accommodation at the School, which may be used throughout the year. The accommodation has its own kitchen area, but, during the school term, school catering is available at no extra cost. All rooms have recently undergone refurbishment and have Wi-Fi access. Gap Assistants also share a communal sitting room with a TV. Gap Assistants are not required to work on Exeat weekends (beyond 4pm) or during other school holidays, but may have the opportunity to assist on residential trips outside term time.

Many of the Gap Assistant's responsibilities are vital to the smooth running of this busy school. In their interaction with the children, the parents and their fellow staff, the Gap Assistants will have a direct influence on the quality of education which Bilton Grange provides.

It is the case that, on occasion when there is an event at School in the evenings, Gap Assistants may be required to sit with staff children who live on site at their home, so that the member of staff can attend and carry out their duties; this is considered to be part of the Gap role. However, Gap Assistants may also make private arrangements for their 'baby-sitting' services outside of this requirement and thus earn some extra money.

JOB DESCRIPTION (this is not an exhaustive list):

- Assisting duty staff in supervising play areas and break-time activities. It is hoped that Gap Assistants will show initiative in the organisation of informal games with the children.
- Overseeing and helping the serving of snacks at break time.
- Acting as a classroom assistant and helping with listening to the children read.
- Assisting with the games and/or activities programme. For those with particular expertise, there is the chance to help with coaching specific teams.
- Assisting with sporting, adventure and educational trips, both residential and day, and off site at weekends.
- Undertaking help in the preparation of teaching resources: photocopying, laminating, display work etc.
- Assisting within the Boarding Houses
- Supervising small groups of children in non-teaching situations: after-school care at the Pre-Prep for example, or the ICT room at the Prep.
- Being aware of any significant pastoral needs of the children and which staff to inform.
- Being aware of procedures and safety requirements (details supplied on arrival).
- Undertaking any specific roles in which there is certain expertise or interest.

PERSON SPECIFICATION

The successful candidate is likely to be:

- committed to a full school life, keen to contribute to evening and weekend activities
- energetic, enthusiastic and hard-working
- a person who truly enjoys working alongside children and who is able to win their confidence and inspire them
- keen to contribute to games and activities, such an important part of Bilton Grange life
- a good colleague who will fit into, and contribute to, the Bilton Grange staff room
- someone who sets himself or herself very high professional and personal standards

THE APPLICATION PROCESS

Please apply via the school website www.biltongrange.co.uk or [Vacancies | Independent Prep School, Rugby | Bilton Grange](#)

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OUTLINE PAY AND CONDITIONS

This is a fixed term contract from 1st September 2023 to 1st July 2024, or from 1 January 2024 to 8 December 2024 (usually overseas applicants) and attracts a competitive salary for term time only working. All meals may be taken at School during term time.

Members of staff have the opportunity to use the School's sport and leisure facilities. Single accommodation may be available, which will be provided in that case free of charge but with an expectation of further assisting with the boarding provision; the precise nature of these duties would be discussed and agreed prior to appointment.

The post-holders will have an important responsibility for promoting and safeguarding the welfare of children within the boarding community and more widely within the School; Bilton Grange promotes an ethos of outstanding pastoral care and attention to safeguarding. If, in the course of carrying out the duties of the post, the post-holders become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead (currently the Assistant Head Pastoral) or to the Headmaster, who is also a trained DSL.