



STRATHALLAN
SCHOOL

Opportunities for all to excel



Candidate Brief

Gap Year School Leaver

Fixed Term position for one academic year
From September 2022

Introduction

We are looking for an enthusiastic, committed Gap Year School Leaver/Student to join the team at Strathallan Prep School to the end of the 2022/23 academic year. This is an exciting opportunity for a School Leaver or Student to develop their skills and experience within a well-established, vibrant and successful school. Free on-site accommodation along with a salary and free school meals when on duty during term-time are available during this fixed term placement opportunity.

The School



Strathallan School is a leading HMC co-educational boarding and day school with an outstanding reputation academically, in sports and the performing arts. Since 2017 the school has increased its role by over 10% and there are 560 pupils in the school aged 7-18, divided between Strathallan Prep School (around 100 pupils) and Strathallan Senior School (460). There are three senior Girls' Houses and the four senior Boys' Houses and a junior co-ed boarding house for the Prep School. Approximately 65% of the pupils are full boarders.

The School is situated in the Earn Valley and is a self-contained estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town some 4 miles/ten minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff and 18 instructors.

The School exists to provide an inclusive all-round education for all its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and by expecting effort and hard work from each individual pupil in achieving their best, based on our core school values of: respect, kindness, honesty, hard work, humility and excellence all underpinned by the fundamental value of love.



Gap Year School Leaver - Job Description

Main Duties and Responsibilities

Job Purpose:

The successful candidate is expected to uphold the ethos and values of Strathallan, acting as an ambassador for the School.

Working under the direction of the class and games teachers and department staff, the postholder will ensure that pupils have the maximum level of support at school (including those pupils with additional support needs). The Gap Year School Leaver will be assigned to a number of different class teachers during the school week and also be given administrative tasks to carry out when not with a class. The Gap Year School Leaver will also be assigned to escort duty for lessons outside school and be expected to assist on trips.

The successful candidate will help to facilitate pupils' access to a broad and balanced curriculum and assist class teachers in providing a stimulating educational environment in which all pupils can achieve their potential. In addition, the successful candidate will support the co-curriculum programme of clubs, societies, games and activities.

The Gap Year School Leaver will not be expected to teach or coach on his/her own. This position will be line managed by the Head of Strathallan Prep School although will work closely with other colleagues and departments.

Accountabilities

1. Helping pupils to learn as effectively as possible both in group sessions and individually by:
2. Acting as a classroom teaching assistant:
 - clarifying and explaining instructions
 - ensuring that they are able to use equipment and materials provided
 - motivating and encouraging as required
 - assisting in weaker areas e.g. language, behaviour, numeracy, literacy, presentation, physical and creative activities
 - meeting physical needs whilst encouraging independence
 - establishing a supportive relationship with the pupils in order to promote/reinforce their self-esteem
 - reinforcing the learning principles being introduced by the teacher
 - promoting personal and social development and citizenship skills
3. Carrying out other general duties consistent with assisting teachers such as:
 - assisting the teacher with setting up lessons and ensuring resources are ready.
 - collecting homework, checking the homework diaries and changing reading books.
 - sharing responsibility with the teacher for collecting the children from the playground, delivery of them to the specialist lessons and serving snacks.
 - at games lessons and in other specialist lessons such as Music, Drama, IT and Art, acting under the direction of the teacher to deliver effective teaching
 - Supervision at the beginning of the day and during lesson breaks
 - Accompanying pupils to lunch and supper
 - Administrative duties appropriate to your position and capability
 - Assisting as additional cover for an absent teacher
 - Assisting with games
 - Accompanying groups out of school on educational and social trips
 - Assisting with boarding house duties
 - Getting involved in social activities in the house

Undertake such other duties as may be required and appropriate to your position and capability, to meet the needs of the school, staff and pupils.

Gap Year School Leaver - Person Specification

Main Duties and Responsibilities	Essential/ Desirable
Qualifications	
Educated to SQA Higher / A Level or equivalent	E
Skills / Experience	
Relevant experience of working with young people in a voluntary or paid capacity (for example as a coaching assistant)	E
Excellent interpersonal and communication skills, both written and verbal.	E
Competent user of IT and the ability to share this technical knowledge with pupils and colleagues.	E
Understanding of the pedagogical and wellbeing needs of pupils.	D
Personal Qualities	
Outgoing, confident, affable, positive and approachable	E
Flexible and adaptable approach to work	E
A role model for pupils.	E
Ability to work independently as well as part of a team.	E
An understanding of when to refer to colleagues for help and advice.	D
Neat, tidy and professional appearance	E

Outline Terms & Conditions

Remuneration

A salary based on the National Living Wage is available for the fixed term placement as well as free School accommodation for the duration of the contract.

Hours of Work

This is a term-time only position working a minimum of 45 hours per week to the end of the 2022/23 academic year.

Holidays

The postholder shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998, which is to be taken during school holidays.

Pension Scheme

The postholder may be eligible under auto-enrolment to join the Personal Pension Scheme NEST (National Employment Savings Trust).

Sick Pay

The postholder is entitled to Statutory Sick Pay.

Other Benefits

During each School Term, the post-holder will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

Other Info

Any offer of employment will be made conditional to safer recruitment checks: proof of the Right to Work in the UK, the receipt of two satisfactory professional references and suitable clearance through Disclosure Scotland's PVG scheme.

If possible, the post-holder should hold a valid full UK driving licence

APPLICATION PROCESS

Further details of the School are available on the School's Website www.strathallan.co.uk

The deadline for Applications is Friday 10 June (9am) and should be returned to hr@strathallan.co.uk

It is anticipated that interviews will be held week commencing 13 June 2022. The successful candidate will start in post from end August 2022.