



STRATHALLAN
SCHOOL

Opportunities for all to excel



Gap Year Student
(for October start)

Introduction

We are looking for an enthusiastic, committed Gap Year Student to join the team at Strathallan Prep School to the end of the 2020/21 academic year. This is an exciting opportunity for a School Leaver/Gap Year Student to develop their skills and experience within a well-established, vibrant and successful school. A monthly allowance as well as free on-site accommodation is on offer for this fixed term position.

The School



Strathallan School is a leading co-educational boarding and day school with an excellent reputation academically, in sports and the arts. There are 540 pupils of ages 8-18, divided between Strathallan Prep School, the three senior Girls' Houses and the four senior Boys' Houses. Approximately 60% of the pupils are boarders.

The School is situated in the beautiful Earn valley as a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is the nearest town some twelve 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 in 1920 when he moved the School from its original 1913 location.

There are currently ninety-four members of the teaching staff and ninety-three support staff.

Non-teaching support staff are organised into the following departments: Administration, Finance, Domestic Services, Estates, Grounds, IT, External Relations, Catering and Medical. The Head of each Department (bar External Relations) is responsible to the Bursar for the efficient running of the Department and staff performance. External Relations are responsible to the Director of ER, who, like the Headmaster and Bursar, is a member of the School's Executive. The Headmaster, Bursar and Director of EF are accountable to the Board of Governors for all aspects of the running and management of the School.



Gap Year Student - 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 Student 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 Student 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 Student 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 Student - 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

The successful candidate will receive a monthly allowance of £638 per month 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 2020/21 academic year (i.e. to 27 June 2021).

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, you will, when on duty, the postholder will be entitled to such meals as are available at the School for pupils free of charge.

Other Info

As the work is in a school context, you will be required to attain PVG membership. You should, if possible hold a valid full UK driving licence and must be eligible to live and work in the UK.

APPLICATION PROCESS

To download an Employment Application form [click here](#).

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

The deadline for Applications is Sunday 20 September 2020 (5pm) and should be returned to hr@strathallan.co.uk

It is anticipated that interviews will be held week commencing 28 September 2020. The successful candidate will start in post from Monday 26 October 2020.