



SEDBERGH  
SCHOOL

FOUNDED 1525

Candidate Information Brochure  
Post Graduate GAP  
Assistant

Full time residential post for September 2021

£11,000 per annum





## About Sedbergh School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School, located approximately five miles away at Casterton.

The Headmaster, Mr D J Harrison MA (Cantab), has overall responsibility for both Schools and is supported by a number of senior managers. Will Newman BA(Ed) MA, is the Headmaster of Sedbergh, Casterton Prep School.

The Chief Operating Officer, Peter Marshall, is responsible to the Principal and Governors for the management of all administrative and support staff. The Chief Operating Officer has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited.

## The Role

This post will be ideally suited to an outstanding graduate, who wishes to pursue a career in teaching and would like some experience in the classroom. Working as a teaching assistant in either the Senior School or the Prep School will give the experience required to apply for a teacher training qualification. The successful applicant will also be involved in the extra-curricular programme.

Applicants with a good honours degree in STEM subjects such as Biology, Chemistry, Physics, Maths or Design and Technology would be desirable for the Senior School role. For the Prep School post, a good honours degree in Education or a relevant subject will be required.

In addition, we are looking for candidates who can contribute to the high quality extra-curricular programme, so a qualification or interest in one of the following would be advantageous:

- 🏆 **Sport** (rugby, hockey, cricket, netball, running, athletics, S&C)
- 🏆 **Music** (including accompanying)
- 🏆 **Drama/Dance**
- 🏆 **Outdoor Education**

In addition to the work fulfilling the general roles and responsibilities of a teaching assistant at Sedbergh School, the appointed candidate will be expected to:

- 🏆 Play a full and active role in the busy boarding community;
- 🏆 Support the department in administrative tasks;
- 🏆 In the Senior School to be a resident tutor in a boarding house of approximately 60 13-18 year olds, including tutoring, supervising and leading activities;
- 🏆 In the Prep School to reside in the boarding house with approximately 20-30 8-13 year olds, and help with prep, activities and weekend sports and outdoor activities;
- 🏆 A proactive approach to engaging with young people is essential.

The role offers great opportunities for personal and professional development in a School that aspires to be the market leader in all areas of Boarding School life. A proactive attitude to INSET training is encouraged and supported by the School.



# Person Specification

## Essential Qualifications

- ✦ Educated to degree level.

## Essential Characteristics

- ✦ Strong interpersonal skills coupled with a genuine interest in a career in teaching and a passion for education;
- ✦ Excellent administrative and organisational abilities;
- ✦ A willingness to share expertise.

## Desirable Characteristics

- ✦ Familiarity with boarding education.

# Safeguarding Responsibilities

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- ✦ Protect children from abuse;
- ✦ Be aware of the School's safeguarding procedures;
- ✦ Know how to access and implement the required procedures;
- ✦ Keep a sufficient record of any significant complaint, conversation or event;
- ✦ Report any matters of concern to the Designated Safeguarding Lead;
- ✦ Attend annual in-service training provided by the School.



# Application and Appointment Process

All applicants must submit an application form giving the names of three referees. A supporting letter and CV will be welcome. Applications may be sent electronically or in hard copy to:

HR Department, The Bursary, Malim Lodge, Sedbergh School, Sedbergh, Cumbria LA10 5RY  
Email: [hradmin@sedberghschool.org](mailto:hradmin@sedberghschool.org)

The interview process will include:

- 🏰 Overnight stay in a boarding house with an opportunity to meet other candidates;
- 🏰 Assembly;
- 🏰 A tour of the School with pupils;
- 🏰 Lunch in a Boarding House;
- 🏰 An interview with the teacher training programme leader;
- 🏰 Practical session in a boarding house environment, observed by a member of staff and pupils;
- 🏰 A short, written task
- 🏰 Interviews with the Headmaster and other Senior Staff;
- 🏰 A compliance meeting with HR.

The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and/or email; we will be willing to provide a debrief on request.

**The closing date for applications will be 5.00pm Friday 2<sup>nd</sup> April, 2021.**

**Initial interviews will be carried out remotely via Zoom or Teams. Shortlisted candidates will then be required to attend an interview in Sedbergh (date TBC, due to ongoing COVID-19 restrictions).**

**We look forward to hearing from you**



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*Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*