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BRAMBLETYE

APPOINTMENT OF
UK GAP ASSISTANT
FOR AUTUMN TERM 2024
ONE TERM FIXED-TERM CONTRACT
INFORMATION FOR APPLICANTS



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WELCOME TO BRAMBLETYE SCHOOL



....a warm welcome and thank you so much for your interest in working at Brambletye School.

My name is Will Brooks, and it is my privilege to have been the Headmaster here at Brambletye since 2015. Founded in 1919, Brambletye was originally a small boys' boarding school in Kent before moving to its present location in 1933. Today we are a thriving independent co-ed prep school for pupils aged 2 to 13 years, located in a large country house set in stunning and tranquil grounds overlooking the Ashdown Forest and the Weir Wood Reservoir.

At Brambletye our staff and pupils aspire to three core values - *Work Hard, Play Hard and Be Kind*, and I am incredibly proud of my staff, they are the school's greatest asset. From our Prep, Pre-Prep and Nursery staff and teaching assistants, our boarding team and our specialist teachers of sport, music, and drama through to our Bursary, Admin, Estates and Housekeeping departments, Brambletye pupils and their families benefit from a staff who are dedicated, accomplished and talented. Above all, we are immensely passionate about what we do and proud of where we work...it is a real team effort.

I believe Brambletye offers a fantastic working environment, with a culture of openness, supportiveness and a strong emphasis placed on staff wellbeing and morale.

I hope that you find this UK Gap Assistant Applicant Information Pack useful and informative, and I look forward to welcoming you to Brambletye soon.

Yours,

Will Brooks
Headmaster



A BRAMBLETYE EDUCATION

We are a school with a strong sense of family - we share experiences and support each other. Our pupils learn to celebrate other pupils' success as well as their own, and to be kind to those around them.

A Brambletye education is focused on the individual. We encourage every pupil to find the area or subject in which they can excel, building their confidence and self-esteem. A love of learning is fostered from an early age, and our pupils are taught to be generous of spirit and curious about the world around them. Most importantly, they are encouraged to recognise their advantages, and develop into responsible citizens with an understanding of how they can make a difference in society.

Pupils are taught a broad curriculum, leading ultimately to the Common Entrance or academic scholarship examinations at 13+; they are mostly class taught by a single teacher to the end of Year 4, and by specialist subject teachers thereafter.

Great emphasis is also placed on the extra-curricular side of school life. Sport, music, art, and drama, as well as a wide variety of clubs and activities, play a prominent part in our pupils' timetable.

Everyone at Brambletye, from the teachers and boarding staff through to our bursary and estates staff, is involved in the pastoral care of each pupil. Their wellbeing is at the very core of our school, and it is our strong belief that true academic success can only be achieved when built on a foundation of happiness and confidence. Brambletye operates a multi-tiered pastoral system involving form tutors, personal tutors, House staff and boarding staff.

There are currently 300 pupils at the school from Nursery to Year 8. Brambletye has a healthy blend of day pupils and boarders with many of our pupils opting to board 'part time' as day boarders.

From Brambletye, our pupils go on to a wide variety of senior schools, these include: Tonbridge, Benenden, King's Canterbury, Charterhouse, Sevenoaks, Eton, Brighton, Eastbourne, Ardingly, Hurst, Uppingham, Marlborough and Oundle.



UK GAP ASSISTANT AT BRAMBLETYE

Our UK-based Gap Assistant will join us for our Autumn term starting in September and finishing in early December 2024. The successful applicant will join our established, friendly, and highly supportive team of international Gappies.

Gap Assistants at Brambletye are highly regarded, deeply appreciated, and are considered full members of staff. They are integral to the school and play a particularly important role in sharing their life experiences for our pupils to learn and benefit from.

As a Gap Assistant at Brambletye you will be expected to:

- Demonstrate leadership qualities.
- Be an outstanding role model for our pupils by demonstrating everyday what the school stands for *'Work Hard, Play Hard and Be Kind'* by working hard, showing honesty and integrity, getting involved with school life and showing kindness and empathy towards others.
 - Develop and maintain appropriate relationships with both staff and pupils.

The role of Gap Assistant at Brambletye School is far from routine with no two days being the same. In order to be successful in this position and for you to get the most out of your year with us you will need to:



- Possess a real interest in children, particularly in their welfare and education.
 - Be flexible, comfortable with change and expect the unexpected.
- Be prepared to work really hard, get involved with anything and everything.
- Show positivity, a willingness to learn and work as part of a close-knit team.
 -be prepared to have lots of fun!



As a Brambletye Gap Assistant you will be provided with the tools to develop your abilities and a wealth of opportunities to gain a variety of experiences both personally and professionally. All our Gap Assistants leave us having developed a whole new set of skills, made fantastic memories, friends for life, and benefited from the generous holidays to travel extensively.

KEY DUTIES AND RESPONSIBILITIES

GENERAL DUTIES

- To be fully involved in the life of the school, in addition to your designated duties you will be expected to volunteer your help and support to staff as and when needed.
- Undertake supervisory duties as agreed with the Assistant Head (Pastoral).
- Assist and coach when required during PE and Games in both the Prep and Pre-Prep.
- Participate in evening activities, clubs, and societies.
- To assist duty staff at weekends. Support with activities during break and at 'free time' periods.
- Support staff on school trips.
- To be responsible for the general tidiness of the hall notice boards and sports racks.
- Assist the Estates Team if required.
- Help with the supervision of day pupils in the Theatre at the end of the school day.
- Assist with laundry duties and other domestic duties.

BOARDING AND MATRONAL DUTIES

- Fully support the Head of Boarding and Matrons in their duties, particularly in the mornings and evenings i.e. waking boarders in the morning, helping at bedtimes.
- Get to know our boarders and build appropriate relationships with them.
- Supervision of prep and mealtimes.
- Support in organising school uniform and games kits.
- Help with the preparation and running of House competitions.
- Supervise groups of boarders on days out.

- Initiate and encourage participation in activities and games for boarders in the evenings and weekends.
- Supervise groups of boarders on days out.
- At the beginning and end of each term, assist with the clearing up and cleaning of the boarding areas.

ADDITIONAL RESPONSIBILITIES

- Support and foster the aims of the School.
- Be familiar with the contents of the Child Protection (Safeguarding) Policy, Prevent Policy, Staff Code of Conduct, and other relevant school policies including the National Minimum Standards for Boarding.
- Be professional and a good role model to the pupils at all times.
- Attend all staff meetings (if required), Inset days and any other relevant training when appropriate.
- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- Carry out reasonable additional duties as required by the Assistant Head (Pastoral) and/or Head of Boarding, commensurate with the post.

The postholder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

If during the course of time the duties and responsibilities detailed should change significantly and for a sustained period of time, the job description will be reviewed and amended in consultation with the postholder.

It is the shared responsibility of the postholder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

EXPERIENCE

- A good level of participation and skill in sport and ideally in other areas such as music, drama, and art.
- A strong interest in working with children, ideally with previous experience e.g. working on summer camps or projects involving children.

PERSONAL QUALITIES

- Hard working and reliable.
- Strong organisation skills.
- Enthusiastic and willing to get involved in school life.
- Drive, energy and commitment.
- Excellent people and communication skills.
- Patient and caring.
- Fantastic team player, always willing to go the extra mile.
- Good self-management e.g. timekeeping, motivated etc.
- The ability to deal sensitively with children, be empathetic to their varying needs and build a good rapport with them.
- Willingness to embrace change and new experiences.
- Resilient.
- Be a positive role model to pupils.
- Able to form and maintain appropriate relationships with pupils with clear personal boundaries.
- IT proficient.

QUALIFICATIONS

- A range of good grades at GCSE.
- A levels or equivalent.
- Full driving licence would be desirable.



A BRAMBLETYE WORKPLACE

CONTRACT OF EMPLOYMENT

A one term fixed-term Contract of Employment detailing terms and conditions will be issued on appointment.

SALARY

For this one term appointment the salary will be £6,300. This will provide a monthly salary for the duration of the fixed-term contract (September 2024 to December 2024 inclusive) of £1,575.

ACCOMMODATION

Living onsite is a requirement due to the nature of this role. Each of our Gap Assistants are provided with their own room which has access to shower and toilet facilities, this is fully subsidised accommodation with no bills to pay.

PENSION

You will be automatically enrolled into the school pension scheme if you meet the eligibility criteria.

INDUCTION

As a new member of staff, you will have a thorough and supportive induction process. This will include:

- A comprehensive tour of the school and facilities.
- Meeting key members of staff.
- Child protection and safeguarding training.
- Health and Safety induction.

IN-HOUSE CATERING

Making sure our pupils and staff are well fuelled is key, and food is something we take very seriously at Brambletye. Our superb in-house catering team

ensure that staff enjoy complimentary, good quality, healthy, balanced meals every day during term-time. They also cater for all types of diets and allergens.

WELLBEING AND THE BRAMBLETYE COMMUNITY

Great emphasis is placed on staff well-being and morale where a culture of mutual support for colleagues is encouraged and fostered. There is a very active Brambletye community and staff social events take place throughout the year.

LEISURE FACILITIES

Complimentary use of our excellent leisure facilities when available, which include a sports hall, squash courts, tennis courts and all-weather pitch.

TERM DATES

The School's term dates, including exeat information can be found [here](#).

LOCATION

Brambletye is situated on the edge of the Ashdown Forest. The school can easily be accessed via the A22, with East Grinstead 3 miles away. It is situated in extensive, stunning grounds with free parking available.



SAFEGUARDING, EQUALITY AND DIVERSITY AND APPLICATION PROCESS

SAFEGUARDING AT BRAMBLETYE

Brambletye is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974, and we are therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. The Brambletye Child Protection (Safeguarding) Policy can be found at [here](#).

EQUALITY AND DIVERSITY

Brambletye School values Equality and Diversity in everything we do. All applicants will be treated with respect, dignity and provided with the support they require to complete their recruitment journey with the School.

HOW TO APPLY

If you are interested in this position and would like an informal discussion prior to applying, please email Mr David Finch, Assistant Head (Pastoral) via d Finch@brambletye.com or telephone 01342 321004.

To apply for this role, please download the application form [here](#).

The following should then be submitted to Ms Heather White (HR Manager) via hwhite@brambletye.com:

- Your **fully completed** application form, please note that you are welcome to submit your CV alongside your completed application form.

INTERVIEW PROCESS

Applications will be assessed against the information provided in this document. Shortlisted candidates will then be invited to attend an interview held at Brambletye.

REFERENCES

Please note that references will be taken prior to interview unless indicated otherwise.

OVERSEAS POLICE CHECK

Applicants who have lived outside of the UK for more than 3 months in the past 10 years will be required to provide a police check from their country/countries of residence.

SUPPORTING RECRUITMENT DOCUMENTS AND POLICIES

Applicants should familiarise themselves with the School's supporting recruitment documents and policies, these are available on vacancies page of the School's website [here](#).

KEY DATES

Application closing date: **Friday, 10th May 2024 at 9.00am**

Please note that we will be interviewing as applications are received, therefore early application is strongly advised. We reserve the right to close this vacancy when a suitable appointment has been made.



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