

# Staff Recruitment Information Pack



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## Introduction

In support of your interest in working at Gayhurst School, this document aims to provide you with a clearer understanding of what the school represents and how it operates. It should convey the busy, purposeful place that Gayhurst is. The school prides itself on high academic standards, varied co-curricular and enrichment opportunities, excellent pastoral care and a real sense of family and community. This can only be achieved through the employment of dynamic and inspiring staff, who are happy to share and contribute towards the school's aims.

## Vision & Aims

### Vision

Empowering children to discover their passions, take risks and thrive – within a kind, connected, and supportive community.

### Aims of the School

- Enriching Learning, Developing Resilience, Independence & Confidence #ELDRIC
- Provide children with broad learning opportunities, challenging them to meet their academic potential
- Support children's personal and social development; nurturing their wellbeing
- Prepare children for their successful futures #BeKindWorkHard



## Overview



Founded in 1908, Gayhurst was originally a boys' independent preparatory boarding school. It moved to its present extensive site on the edge of Gerrards Cross in 1930, within a residential area and situated amongst sports fields and woodlands.

Gayhurst has recently completed a significant capital development to improve facilities which offers extended opportunities for our pupils, increased community usage and additional revenue from lettings. Our ambitious project has involved the demolition of our main communal space and surrounding buildings and replaced it with a new 3-court Sports Hall, 180 seat Auditorium with dance studio and a new Staff Room facility. The development provides our pupils with modern facilities for both sport and the performing arts and a fantastic facility to welcome our parents and other stakeholders to attend performances and other events.

The school became co-educational in 2008 with girls initially being introduced into Nursery and the Pre-Prep School. Gayhurst is now co-educational in all year groups with 342 children aged 3 - 11. There are currently 111 girls, accounting for approximately 33% of the pupil roll. Based in close proximity to London, our pupils are a cosmopolitan mix from a range of different countries, representing a number of ethnicities. There are an increasing number of dual working parent families so wraparound care is keenly sought after. Most families live within the local catchment area of the school, however the school does tend to draw from a 10 mile radius. Assessment data suggests that the majority of children are above average with scores of 115+. The children move on to a wide range of secondary schools, both boarding and day, state and independent. The 11+ exam for entry into the Buckinghamshire grammar school system is taken by many pupils and very much desired by parents.

Gayhurst is divided into Nursery, Pre-Prep (incorporating EYFS) and Prep departments which are geographically separate on the one site. The Pre-Pep comprises Reception to Year 2, with three classes in each year. Year 3 to Year 6 form the Prep School, also with three classes per year. Children progress gradually from class-based teaching in Year 3 to subject specialist teaching for all subjects in Year 5. Setting is introduced for Maths and English from Year 4. Our prime considerations in the teaching of children are that they are happy, challenged and resilient; growth mindsets and independence are thoroughly encouraged. Gayhurst sets out to develop in its pupils:

- The acquisition and application of skills, knowledge and understanding;
- The ability to learn from mistakes and work hard to improve;
- The desire to care for others as well as themselves;
- A sense of tolerance and decency;
- The emotional strength to cope with adversity;



- Enthusiasm, persistence and resilience;
- Leadership and teamwork;
- Confidence and self-discipline.

The school was founded as a Church of England school and has a Christian ethos while also valuing the multicultural nature of our pupils. The school is VAT registered and also a charity. The school is a member of IAPS, ISBA and AGBIS and is inspected by the

Independent Schools Inspectorate (ISI).



## Location

Gayhurst School sits on a five-acre site with a surrounding woodland and a further four-acre field beyond. It is situated close to the centre of Gerrards Cross and is easily accessible via the motorway, being near the M40, M25 and M4. The nearest mainline station is Gerrards Cross, which is a 5 minute car journey or 15 minute walk away, and has regular service connections to London Marylebone and the South East.

## Nursery



Our purpose-built Nursery was opened in September 2008 and it is a bright and spacious environment for our youngest children. Our Nursery is full, with children currently attending Nursery with morning, afternoon or full day sessions. The Nursery works on a term time only basis. |

## Pre-prep School



The Pre-Prep is currently for children from Reception to Year 2. It benefits from modern, well-equipped classrooms, individual tuition rooms, IT resource and activity rooms, a Pre-Prep library, all-weather playground and an adventure playground. The children arrive in Reception the September before their 5<sup>th</sup> birthday, as part of three non-selective parallel classes, each with up to 18 children. Entry into

the Reception year is by registration and a gentle observation of suitability at an activity session before starting. Entry into Years 1 and 2 would normally include a distance report from the current school together with a request for references. Children in the Pre-Prep are taught most of their subjects by their form teacher, although specialist staff teach them for the more practical subjects of Music, PE and Games. IT is taught in the main Pre-Prep space and is fully resourced with brand new touch screen computers. Learning assistants help with all the year groups but particularly with the youngest children. All children have a hot lunch in the school Dining Room.



## Prep School

Facilities for the Prep School include ten subject teaching rooms, an Art and Design room with a kiln, a Library, a modern, newly refurbished Science lab and STEM laboratory and a large Music Room with individual practice rooms.



If children are entering the school in Year 3, they are assessed through a distance report from their existing school and a taster visit day at Gayhurst. There are three parallel forms across the school and children are put into sets for English and Mathematics from Year 4. All the children move to and from the various specialist subject classrooms during each teaching day. In this respect, the 45-period, weekly timetable resembles that of a secondary school and the children find the changes enjoyable and stimulating.

Spanish is introduced from Nursery and French from Year 3. Science, History, Geography, Religious Studies, Art and Design, IT, Sport and Music are all taught by subject specialists. Lessons are 35 minutes and there is an assembly every Monday morning which is led by the Assistant Head of Prep. On Thursday afternoons, House assemblies and musical performances take place on alternate weeks. Recent developments have seen additional pastoral time created and a prep session for children to complete independent work at school rather than take any home at the end of the school day.



## Sport

Gayhurst School prides itself on the inclusive nature of its sports, with every child being able to represent the school whenever possible and it has an outstanding record of sporting achievement. The extensive facilities enable the school to offer a wide range of sports from the traditional Rugby, Netball, Football and Hockey to Skiing and Golf. All children from Nursery upwards are taught by the sports staff. Alongside weekly fixtures, Gayhurst pupils also compete in many regional and national tournaments. Our teams are competitive and well coached however good sportsmanship, participation and decision making are the main considerations both on and off the field.



## Art

An exciting curriculum in Art, Craft and Design is offered to all Gayhurst pupils in our purpose built Art Studio. Pupils are encouraged to reach their full artistic potential and they are inspired by regular trips to museums and art galleries. An annual whole school art project is very important to Gayhurst, the children work together often with artists and craftsmen to make artworks which are displayed throughout the school. Our 'Advanced Art Programme' provides Gayhurst's promising artists with additional creative opportunities and the potential to develop a scholarship portfolio.



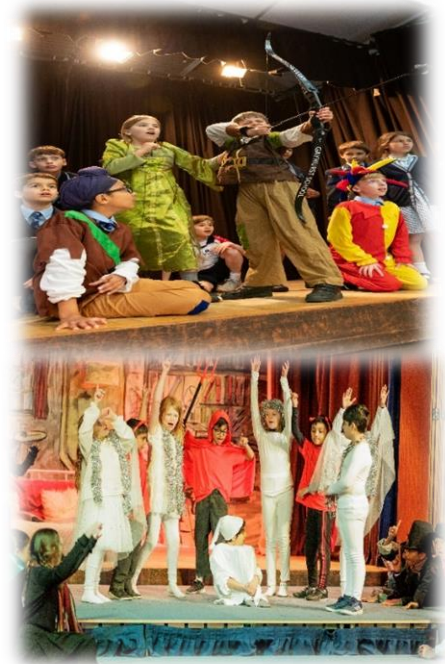
## Music

All pupils have timetabled music lessons and a large number of children receive specialist instrumental tuition on a wide range of instruments, from a team of talented visiting music teachers. Numerous Ensemble Groups and Choirs of all standards provide many performance opportunities for the children in assemblies, concerts, musical productions and competitions both in the school and also locally. The Musician of the Year competition is always keenly contested, enjoyable and of a very high standard. Children are regularly entered for grade examinations.



## Drama

At Gayhurst, drama is exciting, enjoyable and all inclusive. Within the Prep School there are timetabled class lessons. There are also many opportunities to perform in the annual productions/musicals, nativity plays and in form assemblies. In addition to the impressive productions the School holds an annual Prose and Verse competition, public speaking performances and debates. LAMDA is also available with approximately 150 children having lessons. The school hosts annual LAMDA exams for all years and an annual LAMDA concert. The children achieve excellent outcomes with most achieving a Distinction and some a Merit.



## Trips and Visits

Enrichment is highly valued at the school, and as part of the wider co-curricular programme, Gayhurst pupils enjoy a large variety of curricular and extracurricular trips in the form of trips, visitors, workshops, performances and competitions. In the Prep School residential courses both in the UK and abroad help the children to grow, flourish and learn as well as gaining and developing their independence, confidence and resilience. Themed weeks of enrichment are also a common theme and the Year 6 leavers' programme is highly valued.

## Extracurricular

A wide variety of clubs and activities take place before, during and after school and all children are encouraged to participate. The activities are seasonal and change each term. The school aims to offer something for each pupil to enjoy; there is a wide choice available, from Photography and Chess to Street Dance and Current Affairs. Wraparound care is offered in the form of a Breakfast Club in the morning and a Wind-Down Time for children across the school. Supper Club is also available for all children until 6pm, extending our wraparound provision.



## Moving On

Leavers have recently secured places at the following schools: Beaconsfield High School, Berkhamsted School, Chalfont Community College, Chesham Grammar School, Claires Court, Dr. Challoner's Grammar School, Dr Challoner's High School, Eton, Haileybury, John Hampden Grammar School, Licensed Victuallers, Merchant Taylors' School, Pipers Corner School, Royal Grammar School High Wycombe, Radley College, Shiplake, St. Clement Danes, The Chalfonts Independent Grammar School, The Royal Masonic School, Thorpe House,



Wycombe Abbey and Westminster School. Recent years have also seen pupils win Academic, Art, Sport, Music, Drama, DT and all-round scholarships at a range of Senior Independent Schools. We hope to build on these successes in future years.

## **Staff**

At present there are 50 full time and part time teaching staff made up of Teachers and Teaching Assistants. There are 10 Administrative staff and 3 Maintenance and Grounds staff. The Senior Leadership Team consists of the Head, Deputy Head, Assistant Head (Pre-Prep), Assistant Head (Prep School), Assistant Head (Data, Assessment and Reporting), Bursar and Director of Admissions & Marketing. The staff form a strong community and are very supportive of one another and the pupils. All staff share a strong commitment to excellent pastoral care and the safeguarding, protection and welfare of children. All new staff are expected to share and embody this ethos. The school is an equal opportunities employer welcoming applications from a range of diverse backgrounds.

## **Governors**

Gayhurst has a committed and enthusiastic team of Governors with a range of expertise including education, finance, law, marketing and business. The Full Governing Board and each of its committees, Education, Admissions, Marketing and Development and Finance & General Purposes, meet termly but more frequently if required. Governors also attend sub-committees such as Safeguarding, Travel Committee and Health and Safety. The Governors wish to support the Head and the Senior Leadership Team in every way possible to ensure Gayhurst achieves its vision as a school.

## **Gayhurst Parents Association (GPA)**

The School has an exceptionally active and supportive Parents Association. As well as raising funds for the school it plays a crucial part in enhancing the sense of community at Gayhurst.

## **Salary & Incentives**

The salary will reflect the skills and experience of the successful candidate and will be negotiated when an offer of employment is made. Staff at Gayhurst are offered 60% remission on school fees should their children join the school, this may be means tested on a partner's income. All meals and common room refreshments are gratis for members of staff.

## Child Protection & Safeguarding

The post holder will be expected to adhere to the school's policy on safeguarding the welfare of all children at the school and must be compliant with this policy at all times. If the post holder has any concerns or becomes aware of any potential risks to the safety or welfare of children in the school at any time, they must be documented and reported to the school's Designated Child Protection Team without delay.



The successful candidate must undergo all the regulatory checks for employment in a school, including enhanced DBS check, prohibition from teaching and management checks and disqualification by association check. References will be taken - where possible - on all shortlisted candidates prior to interview. Any relevant issues arising from references will be taken up at interview.

## Staff Wellbeing

Gayhurst places huge importance in ensuring that members of staff are cared for and supported. The school has a strong sense of community and fosters a family ethos wherever possible. It is an expectation that staff play a significant role in managing and maintaining their own wellbeing as part of their working lives. Detailed below are some of the benefits provided for staff at Gayhurst School:

- Wellbeing to be considered in all decisions made at leadership level
- A commitment from all that family, health and self-care are paramount and an absolute priority
- An annual wellbeing day for staff
- Provision of school lunches
- Tea, coffee, biscuits and fruit in staff rooms
- Provision of supper prior to evening events
- Staff breakfasts once a month
- Staff car parking on site
- Commitment to fair timetable teaching load, duties and non-contact time for all teaching staff
- Social events organised and often subsidised by the school (Windsor Races, Bowling etc.)
- End of year BBQ and drinks
- School closure at 6pm routinely each evening (other than when there are events such as parents' evenings or performances)
- Evening work and emails discouraged after 6pm
- Wellbeing training provided as part of the INSET programme - ongoing
- Annual Flu vaccination (optional)
- Generous consideration of compassionate leave and family matters (moving house and child dependency)

- SLT accessibility and open-door policy
- School counselling service (in person and online/phone)
- Supervision offered for appropriate staff
- A selection of staff to be Mental Health First Aid trained
- Peer support initiatives
- Staff branded wear provided where appropriate
- Long service recognition awards for service periods of 10, 15 and 20 years
- A well-established induction programme and probationary support

## Applications & Appointment Process

Application is by letter and a completed and signed school application form. Candidates are welcome to provide a CV alongside these documents if they wish but no application will be considered without a



completed application form. All applications must include details of at least two referees, one of whom must be the most recent employer. These must be sent to the Head before 9am on the closing date either electronically (to [recruitment@gayhurstschool.co.uk](mailto:recruitment@gayhurstschool.co.uk)) or in hard copy (Gayhurst School, Bull Lane, Gerrards Cross, SL9 8RJ). Candidates are welcome to make a preliminary visit to the school by appointment as part of their application. This can be arranged through the HR and Compliance Manager via the above email address.

All candidates invited to interview will be required to bring along suitable documents of ID, one of which must have a photograph and the other their home address. Proof of qualifications for the post applied for and listed on the application form will also be required. Suitable documents of ID include passport, photo driving license, birth or marriage certificate, utility bills (but not mobile phone bills) or bank statements (less than three months old). Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.



All applicants attending interview will be entitled to reclaim travelling expenses (mileage allowance or 2<sup>nd</sup> class rail fare).

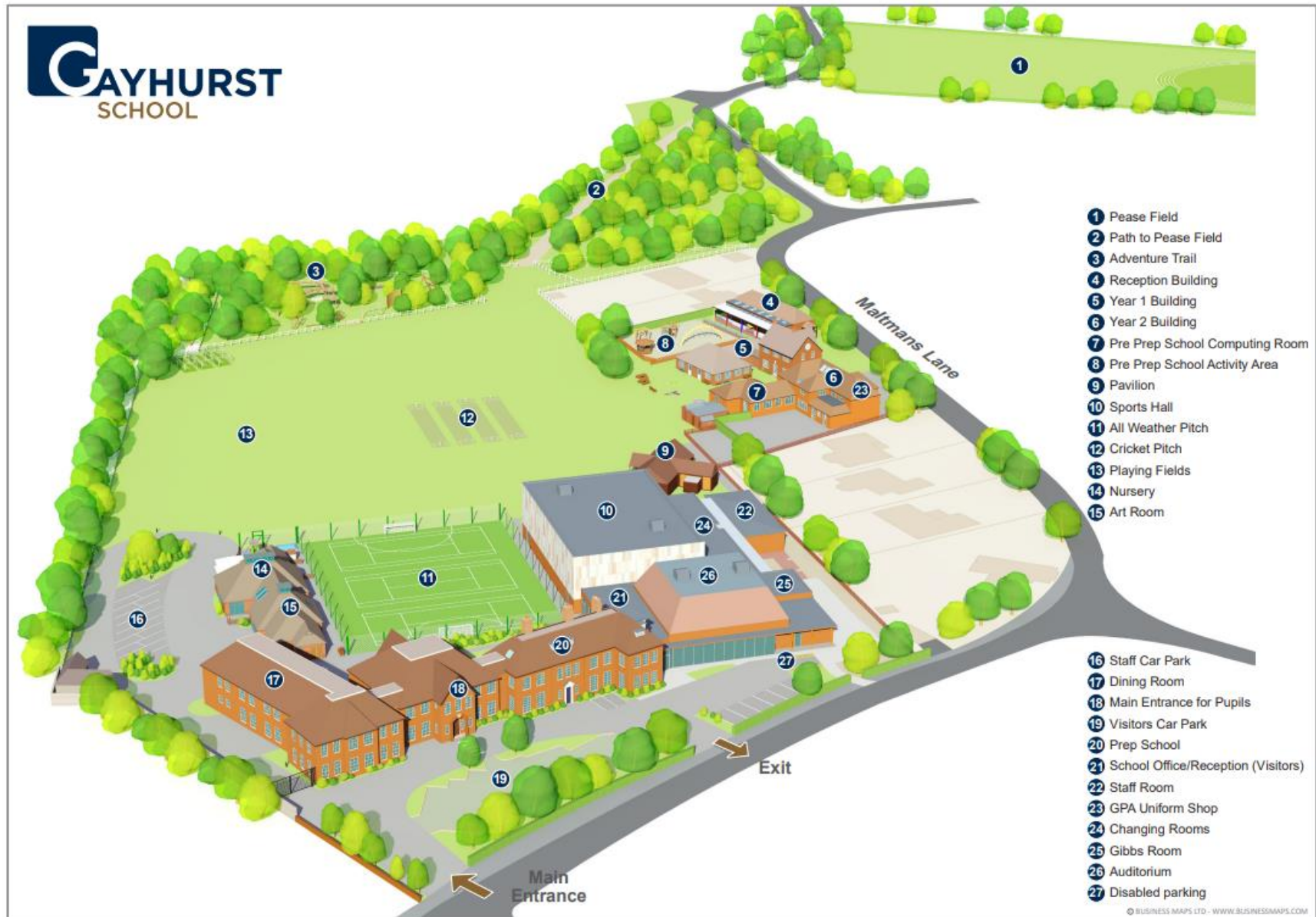
All applications will be acknowledged on receipt and any candidate not invited for interview can assume that they have been unsuccessful with their application.

Any appointment will be conditional on satisfactory references, enhanced DBS check and medical disclosure. Gayhurst School is an equal opportunities employer and does not discriminate on grounds of race, disability, gender, religion or sexual preference.

The Head welcomes opportunities to discuss this post with any interested candidate who would like to know more. He can be contacted at the school on 01753 882690 or through the HR and Compliance Manager, Lisa Ozcan ([lozcan@gayhurstschool.co.uk](mailto:lozcan@gayhurstschool.co.uk)).



## Map of School Site



For further information please visit the school website [www.gayhurstschool.co.uk](http://www.gayhurstschool.co.uk)