



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*



APPOINTMENT OF  
**GAP ASSISTANT**

**OLD BUCKENHAM HALL**

Brettenham Park, Nr. Lavenham,  
Suffolk, IP7 7PH  
01449 740252

## Context of Appointment

Set in 90 acres of Suffolk parkland, Old Buckenham Hall is one of the country's oldest and most beautiful preparatory schools. Since 1862, it has provided children with a rigorous curriculum and unparalleled co-curricular opportunities, all underpinned by an outstanding system of pastoral care. A co-educational school for children aged 2 to 13, OBH serves a boarding and day community that go on to attend some of the most aspirational senior schools in the UK. Many of these pupils leave having achieved scholarships. Regular destinations include Eton, Harrow, Oundle, Uppingham and Rugby, as well as schools in East Anglia.

James Large joined the school in September 2023 as its tenth Headmaster and now leads the school in its mission to deliver the premier boarding prep school education in the East of England. In May 2021, the school enjoyed a very successful Focused Compliance and Boarding Inspection, with inspectors noting 'Pupils of all ages are energetic, enthusiastic, confident and happy learners' and 'well prepared for the next stage of their education which they embrace with confidence and excitement.' In recent years, the school has welcomed record pupil numbers, so it is certainly an exciting time to be joining the school.

We are looking to appoint staff who are committed to supporting the development of OBH and its pupils and who are motivated to be part of a busy rural boarding school. We value individuals who work hard and support others, but who are also able to have fun and embrace the joy of prep school education.

# Job Description

## PRIMARY FOCUS

Gap Assistants are respected members of staff and are expected to show leadership qualities, be good role models to pupils and to develop appropriate relationships with both staff and pupils.

Each Gap Assistant's timetable consists of time in various departments, assisting with teaching and learning, assisting with co-curricular activities such as sport, and supporting our thriving boarding community.

The departments that a Gap Assistant works in should be aligned with their strengths and interests, but they may be required to assist with others from time to time. The weekly timetable will include a minimum of one full day off during the week and some time off each day.

## LINE MANAGEMENT

Directly responsible to the Head of Boarding.

## SPECIFIC RESPONSIBILITIES

### Daily Requirements

- To assist in the classrooms and departments as timetabled.
- To assist with Games sessions and, if possible, take responsibility for coaching teams.
- To organise and run extra-curricular activities.
- To assist with administrative work, when required.
- To assist in organising equipment for activities or lessons.
- To help create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To listen to the children read and to promote their interest, enthusiasm and understanding of books.
- To assist staff in creating child-friendly, interactive displays and presentation of children's work.
- To ensure that school policies are reflected in daily practice.
- To perform school duties, including break and lunch supervision.
- To assist with school events and productions.

- To supervise children on visits, trips and out of School activities as required.

### **Boarding Requirements**

- To assist in supervising meals, when required.
- To assist and supervise changing times, wake-up and bedtimes of the younger boarders.
- To assist with organising and supervising evening and weekend boarding activities.
- Assisting in any way that helps the smooth running of boarding life.
- To assist with house competitions.
- To support the work of the International House Parent on a weekend rotation.
- To know the boarders, take an interest in what they do and, when necessary, offer them support.
- To set an example to the boarders in dress and conduct.

### **General Requirements**

- Promoting and safeguarding the welfare of pupils.
- To be flexible in approach to the school day and week, undertaking different tasks as required.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Actively promote positive, courteous relations with children, parents and colleagues.
- Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their children.
- Promote the good name and reputation of the School.
- Adhere to School policies and procedures.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

All duties will be carried out within recognised procedures or guidelines and appropriate training will be given where necessary. The post holder will be required to undertake and/or maintain training and professional development associated with this position.

***We are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms which means providing criminal conviction information.***