



King's College  
TAUNTON

PREP SCHOOL

# Graduate Gap Student - Resident

*Closing Date: Monday 20 May 2024*





## Welcome

Thank you for your interest in the role of Graduate Gap at King's College Prep School.

This is a resident position which would be suitable for a University Graduate who is considering entering the teaching profession.

We are looking for someone who has initiative, is energetic and organised, with a 'can do' attitude; we are particularly seeking skills and interest to assist in the Drama and/or Music departments. As well as this, as a resident, you would provide support in the boarding house and so need to be keen to work in close harness with the Houseparents and Assistant Houseparent and take responsibilities.

This is a wonderful opportunity for someone prepared to immerse themselves in the joy of a Prep boarding community in a sensational setting with vocationally like-minded people. It is hard work during term time but incredibly rewarding and we aim to have a lot of fun along the way.

I look forward to hearing from you and considering your application.

*Justin Chippendale*

JUSTIN CHIPPENDALE  
*Headmaster*

“ In their everyday lives around the school, our pupils show the confidence to succeed, and the determination to give their very best. ”

# About the Schools

King's provides continuous day and boarding education for girls and boys aged 2 to 18 years. It comprises King's College Prep School which has approximately 300 children from 2 to 13 and a senior school with approximately 450 pupils from 13 to 18.

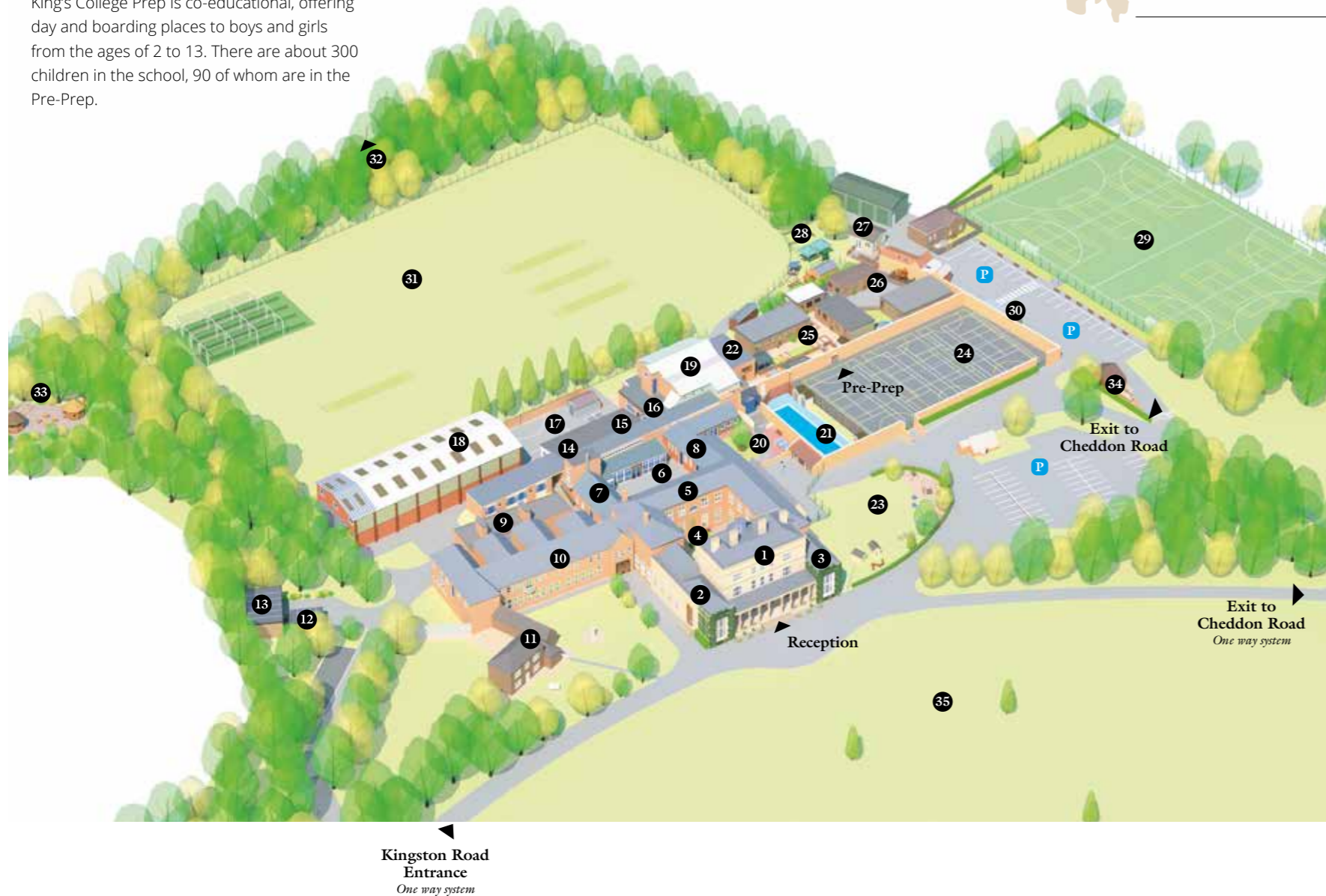
The schools are situated on separate sites in the South West of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College Prep is co-educational, offering day and boarding places to boys and girls from the ages of 2 to 13. There are about 300 children in the school, 90 of whom are in the Pre-Prep.

The school is built around Pyrland Hall, an impressive Georgian country house on the edge of the Quantock Hills. The 50 acre estate (including 15 acres of playing fields) is entirely surrounded by National Trust farmland but is also within a mile of Taunton, the county town of Somerset. Bristol and Exeter are within easy reach while London is

a 1 hour 40 min train journey or three hours via the motorway.

The Pre-Prep's Early Years Foundation Stage consists of a Nursery, which takes children after they have reached their second birthday, and there are then one or two classes in each year from Reception to Year 2.



## King's College Prep School

Kingston Road, Taunton TA2 8AA

The Prep department, Years 3 to 8, has two or three classes in each year group. There is continuity of educational provision between Years 1 and 8.

The school is a member of the Woodard Corporation, a group of fifty schools educating boys and girls in the Christian tradition in most parts of the country. It works in harness with King's College, Taunton which is on a separate site about three miles away and most pupils transfer there at the age of 13+.

There is an excellent record of academic, musical, artistic, dramatic and sporting achievements throughout the school. There is a programme of continual development including a new sports hall, a performing arts centre used for concerts and drama productions, new changing areas, computer centres for both the Pre-Prep and Prep, refurbishing the pool and surrounds, a new full size Astroturf pitch and a Cookery School. The Pre-Prep also had extensive refurbishment and the new Science Faculty has transformed the provision for more than just science.

- |                                  |                              |
|----------------------------------|------------------------------|
| 1 Main Building                  | 18 Sports Hall               |
| Pemberton Room                   | 19 Arts Centre               |
| School Office                    | 20 The Rose Garden           |
| Headmaster's Office              | 21 Swimming Pool             |
| Deputy Heads' Offices            | 22 Bunting Room              |
| Boarding House - <i>upstairs</i> | 23 Adventure Playground      |
| 2 Woodard Room                   | 24 Netball and Tennis Courts |
| 3 Library                        | 25 Pre-Prep                  |
| 4 Memorial Garden                | 26 Nursery                   |
| 5 Dining Room                    | 27 Log Cabin                 |
| 6 Outer Quad                     | 28 Little Woods              |
| 7 ICT Suites                     | 29 AstroTurf Pitches         |
| 8 Learning Strategies            | 30 Astro Café                |
| 9 Science Faculty                | 31 North Field               |
| 10 West Wing                     | 32 Top Field                 |
| Maths                            | 33 Big Woods                 |
| Geography                        | 34 Uniform Shop              |
| 11 Headmaster's House            | 35 Front Field               |
| 12 Cookery School                |                              |
| 13 Language Cabin                |                              |
| 14 Design Technology             |                              |
| 15 Art Room                      |                              |
| 16 Music Room                    |                              |
| 17 Hard Play Area                |                              |

# A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdown, Mendip and Quantock Hills on the doorstep, plus Exmoor National Park and the Somerset Levels and Dartmoor a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



## The Role

To support the Houseparents with the organisation and administration of the boarding houses, ensuring that the policies, procedures and practices in place are adhered to. To support the daily provision of the education offered to the children. To help promote the safety, welfare and pastoral care of each child in the boarding house.

### Responsible to

The Head of Boarding for boarding matters and through them to the Deputy Headmaster (Pastoral) for all other matters.

### Main duties and responsibilities

The nature of the role and the school requires a great deal of flexibility on the part of the post holder. In return the School will be equally flexible in facilitating any reasonable personal requests from the post holder. This Job Description is merely a framework and not a limiting, prescriptive list of tasks. The post holder is expected to turn their hand to whatever is reasonably asked of them whether it is their own area of expertise or not.

### In regard to boarding:

- All members of staff are expected to maintain a high standard of timekeeping and personal presentation.

### Working relationships

The post holder will need to establish good working relationships with

- Parents/guardians of boarders.
- Colleagues in King's College Prep, particularly the other boarding staff and GAP students who help in the running of the boarding house.

### Responsibilities

- To attend the weekly boarding meeting.
- To meet parents at the beginning and end of each term and before and after exeats.
- To liaise with the Houseparents ensuring that the maintenance and cleanliness of the boarding house are upheld, and any health and safety issues within the house are satisfied.
- To communicate very frequently and effectively with the Houseparents on all matters concerning boarding.
- To liaise with the Houseparents, Assistant Houseparent, School Nurse and Catering Manager on any matters concerning the health and welfare of the boarders.
- To help organise the start of and end of term unpacking and packing arrangements.
- To be on duty as per a boarding rota.
- The post holder will be expected to adopt a level of responsibility that involves greater initiative and accountability than that of a Gap.
- To facilitate the day to day requirements of the boarders with the Houseparents. This may include updating notice boards, organising evening activities, overseeing the duties performed by the GAP's etc.

### Other Information

- The post holder is required to be resident during the school term when on duty for the better performance of their duties.
- There are two weekend exeats each term from 4.30pm Friday to 7.00pm Sunday.

### In regard to the day:

The Graduate Gap will have access to other responsibilities throughout the School, including but not necessarily limited to:

### Academic

- To assist teachers in all sections of the school by providing general classroom assistance (wall displays, photocopying, getting resources/equipment ready etc)
- To help with cover lessons if required
- To assist specific children by providing guided one-to-one assistance, motivation etc
- To listen to children read
- To help supervise break/lunch times including morning and afternoon duties

### Drama/Music/Performing Arts

- To assist in all areas of the day-to-day delivery of the Drama and Music departments, reporting to the Head of Drama and Director of Music.
- To assist where necessary with classes, orchestra, ensemble practices, concerts, rehearsals, school plays.
- To provide administrative support.
- To assist with Saturday morning activities if desired by both school and post holder

### Hobbies/TT Club

- To run an after-school hobby if desired by both school and post holder
- To assist with TT Club (after school provision for the younger children) as part of a rota

# Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Degree level qualification	A recognised Drama or Music qualification
Skills & experience	Be involved in extra-curricular activities such as running a Drama or Music hobby, helping and supporting with school productions and concerts	Ability to offer other Music/Drama opportunities such as musical theatre, acting for film, dance  Excellent IT skills
Personal qualities & abilities	Reliability and trustworthiness  Perseverance and patience  Confident at communicating with others and a willingness to try new things  Enthusiasm for working with children	An ability to inspire young musicians and drama students

The qualities and experience outlined in the person specification will be assessed by the following methods:

- King's College Prep application form
- Interview
- References from current employer and other chosen professionals

# Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's application form (we are unable to accept CVs without our application form), plus a covering letter which outlines your interest in the role and how your experience relates to the role responsibilities.

**Mr Craig Sweet/Mrs Sarah Matthews**  
c/o King's HR Department  
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk  
SLMatthews@kings-taunton.co.uk  
01823 328105/328231

**The closing date for applications is Monday 20 May 2024.**





King's College  
TAUNTON

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PREP SCHOOL

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