



Beechwood Park

Our  
future  
*starts here*

## Recruitment Information Pack

Graduate Teaching Assistant





# A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Graduate Teaching Assistant here at Beechwood Park School, joining our team of happy, dedicated staff.

We are an award-winning, co-educational preparatory school for children aged 3-13, set in 60 acres of idyllic parkland and woodland in the beautiful Hertfordshire countryside. We are located on the outskirts of the village of Markyate, six miles west of Harpenden, close to the border with Bedfordshire.

Our mission is simple: to help every child become the best version of themselves, and we recruit extraordinary people to help us to achieve this.

You would be joining a school that was awarded a significant strength at its most recent ISI Inspection, alongside a fully compliant and clean bill of health. Our highly experienced and friendly team of staff, excellent facilities, resources and opportunities make Beechwood Park an extremely exciting place to work.

Please read on for more details about the role, we look forward to seeing you soon.  
Your recruitment journey starts here. Our future starts here.

Best wishes,

*Christian Pritchard*

Headmaster



## A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Junior and Middle Department buildings. In 2005 Beechwood Park extended its provision to include children of nursery age, opening our purpose built Woodlands Nursery building on-site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with an outdoor classroom, an indoor swimming pool, recording studio, Apple Music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.



## What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support and assistance.

## A remuneration package including:

- A salary of £18,500.
- Single accommodation, which is also available during non-teaching weeks and at weekends.
- Breakfast, lunch and supper from Monday lunchtime to Friday lunchtime inclusive during term time.
- 6% employer contribution.
- Use of sports facilities including our indoor swimming pool.
- Free on-site parking.



# Job Description

**Position:** Graduate Teaching Assistant (Residential)

**Report to:** Head of Boarding and Joint Head of Learning Support

**Contract Type:** Fixed Term Contract from September 2026 to end of July 2027

**Working Hours:** This is a full-time, year-round role working Monday to Friday with very occasional weekend working. Due to the nature of the job, precise working hours may vary and will include early mornings and evenings on a rotating basis.

## The Role

This is an excellent opportunity for a recent graduate considering a career in primary or secondary teaching to gain experience of working in a progressive and forward-thinking preparatory school (ages 3 – 13) with flexible boarding facilities.

This role offers a fantastic opportunity to develop teaching skills in a supportive setting whilst also contributing to the wider pastoral life of the school and other co-curricular activities such as after school clubs, sporting events and some residential trips.

The successful candidate will also become a key member of the school boarding team and will live on-site in self-contained accommodation which is available 7 days per week with self-contained catering facilities at weekends and during non-teaching weeks. Breakfast, lunch and an evening meal are provided during term time.

## Key Responsibilities

### Teaching Assistant

- Inspire excellent academic, extra-curricular, pastoral and spiritual development in every child.
- Nurture, engage and inspire pupils in their learning.
- Develop confidence and independence in every child, encouraging their creative talents.
- Teach pupils how to keep themselves safe in accordance with the BWPS Online Safety Policy, and Child Protection Policy.
- Liaise with colleagues regarding the welfare and education of the children.
- Attend assemblies and other school functions, playing an active part in school life.
- Understand and follow all school and specific departmental policies and procedures.
- Specifically, promote and safeguard the welfare of all members of the school community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BWPS Health and Safety and Child Protection policies and procedures as published on the school network.
- Assist with pupil registration.
- Cover a share of staff duties (non-teaching).

# Job Description

## Key Responsibilities (continued)

### Teaching Assistant (continued)

- Develop pastoral, classroom management and teaching skills.
- Ensure outstanding levels of customer service in all communications, verbal or written.
- Support lessons, sports, clubs and cultural trips and administration.
- Provide short-term cover for teaching staff absence.
- Participate in whole school staff meetings, staff training days and smaller working groups.
- Attend Speech Day and other school events.
- To assist in the teaching of whole classes or small group specialist or academic subjects.
- Taking our games teams for fixtures weekly.
- Support the co-curricular department administration which may include arranging equipment transportation to and from events with support from the school administrators.

### Boarding Assistant

- Support the Head of Boarding and the boarding team with excellent communication in the smooth running of the boarding house.
- Promote the health, safety and well-being of all boarders.
- Contribute to a fun boarding experience for all pupils.
- Work within the National Minimum Standards for Boarding.
- Assist boarders in evacuating the building when the fire alarm sounds.
- Lead boarding activities and other boarding morning and evening duties.
- Lead specialist theme nights and trips.
- Attend boarding team and full staff meetings.
- Be a model of positive behaviour for the boarders.

### Other

- Always act within the BWPS Teachers' Standards.

# Person Specification

## Essential Requirements

- Education to degree level in a relevant academic subject.
- Ability to work in a way which promotes the safety and well-being of children.
- Energy, creativity and an ability to lead small pupil groups under supervision.
- Ability to offer academic, co-curricular or pastoral qualifications or experience.
- Excellent interpersonal and team skills with pupils, colleagues, parents and governors.
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of school life.
- Presentable, professional appearance.
- Flexible and proactive attitude to work.
- ICT and audio/visual literate.
- Confident swimmer.
- We are particularly interested to hear from candidates who offer further qualifications, experience or interest in Music, Art, Drama or outdoor education.

## Desirable Requirements

- An understanding of boarding prep school education.
- Car driver with full clean driving license and access to own transportation due to our remote location.

# The Recruitment Process

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BWPS Staff Application Form via the school's career page on My New Term and to produce original documentation of relevant certificates and qualifications. The school will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BWPS Child Protection and Health and Safety policies.
- The reporting of low-level concerns in support of the school's mission to Nurture, Engage and Inspire and its core values.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our HR Manager: [recruitment@beechwoodpark.com](mailto:recruitment@beechwoodpark.com)

**We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Bursar or the Headmaster. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.**

## **To apply for the role:**

- Applications must be submitted via the school's careers page at [MyNewTerm](#) and should include a supporting statement to detail your suitability for the position as you would in a letter of application.
- If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via [Recruitment@beechwoodpark.com](mailto:Recruitment@beechwoodpark.com)
- **Applications must be received by Sunday 22<sup>nd</sup> February at 9pm.**
- Visits to the school, by appointment, are welcome.



Beechwood Park

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