



The Blue Coat School

Founded by the Church of England in 1722



**Information Booklet for Job Applicants
- Afterschool Assistant**

LIMITLESS LEARNING FOR TOMORROW'S ACHIEVERS



The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to over 700 boys and girls, aged 3 to 11 years. Occupying a beautiful site in Edgbaston, in 15 acres of playing fields and gardens, it is a thriving community where children achieve great things, not just academically but in all areas. Our extensive Co-Curricular programme offers opportunities beyond the classroom and nurtures well-rounded children, preparing them for life beyond Blue Coat.

Originally set up as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, BCS relocated to Harborne in 1930 and has since become one of the largest IAPS Prep Schools in the country. A generous Bursary scheme continues to offer the opportunity of a Blue Coat education to all.

Founded by the Church of England, Chapel life remains a big part of the weekly school routine and Prep parents and staff join Chaplain for a weekly service. Meanwhile in Pre-Prep, Chaplain leads a weekly assembly for the children. Our diverse school community is representative of the local area and welcomes pupils of all faiths and none. Respect and multicultural understanding are fostered through our BCS Values which promote patience, respect and kindness. The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning.

In 2025, The Blue Coat School was shortlisted for the Independent Prep School of the Year. In 2020, our unique e-assessment programme, The BCS Blue, was also short-listed for the TES Strategic Education Initiative of the Year and we were recognised as one of the country's top 25 schools in the i25 Awards. Pupils consistently achieve outstanding results and they are well prepared for senior school entrance examinations. Many progress with the top scholarship offers to the region's most renowned senior schools including the Independent and Grammar Schools of the King Edward VI Foundation, Solihull School, Edgbaston High School for Girls and Bromsgrove School.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between all stakeholders. The successful applicant will be expected to ensure that the excellent standards of the School are maintained.



JOINING PRE-PREP (3 - 7 YEARS)

Our Pre-Prep department begins in the Nursery with children aged 3-4 years. Unlike many schools, we begin with a traditional classroom setting. Children are taught in classes of up to 22, by a qualified teacher who is supported by an Early Years Teaching Assistant. Learning is primarily through play and exploration but our children make fast progress with their letters, sounds and numbers and are often working well ahead of national expectations. Nursery and Reception children have the opportunity to visit our Forest School weekly. Pre-Prep children also have PE and music, both taught by specialist teachers.

The majority of children in Reception have joined us in the Nursery so they are already familiar with school life. They begin to use other areas in the School such as the swimming pool and music room. Moving to KS1 the school day becomes more structured. In addition to daily maths and English, other subjects are taught such as computer science, humanities and creative arts. The majority are taught by the class Teacher, supported by a Teaching Assistant, but specialist teachers will lead PE, games, swimming and music lessons.



JOINING PREP (7 - 11 YEARS)

Nearly all children in Pre-Prep move into the Prep department at the start of Year 3. An entrance test is also held each February to allow for additional pupil intake in Prep. Class sizes are limited to 24. There are therefore several new pupils that join each September who will not have experienced life in Pre-Prep. A number of induction sessions are offered to smooth the transition for both current and prospective pupils.

The children are taught by a number of specialists teachers in dedicated rooms such as the Creative Arts Studio, IT suite, Music Centre and newly upgraded Science Laboratories. They become familiar with moving around School and are well prepared for senior school.

Children use individual iPads in all lessons, as well as practical and written resources.

A House system is introduced in Year 3 and children join one of six houses. House Leads meet weekly with their House which spans the whole of Prep and includes members of staff. House competitions ensure that the children work as a team to earn house points or compete for their House in sport, general knowledge quizzes and a House Shout.

There are currently five forms in Year 3 and four forms in Years 4 – 6. Each year group is led by a Year Group Leader and there are also subject leaders who support the curriculum development. The Head of Prep and the Deputy Head Prep are responsible for the day-to-day running of Prep.

The successful applicant will be expected to ensure that the excellent standards of the school are maintained. Further details of the post are set out in the job description and person specification.

FURTHER INFORMATION

FIRST CLASS FACILITIES

Our facilities are worthy of many a senior school, let alone a prep school! The children and staff benefit from exceptional teaching and learning resources. These include a 25-metre indoor swimming pool, AstroTurf pitch and cricket nets, Forest School, IT Suite with recording booth and green screen technology, Music Centre with Apple Macs and composing software, a Creative Arts Studio, Science Laboratories, Auditorium, School Chapel and extensive playing fields, to name just a few!

Our beautiful and well resourced campus enables us to offer over 120 clubs and activities a week, including activities outside of the curriculum such as sailing, golf and tennis. In addition, senior pupils experience cooking, debating, gardening and STEM as part of our Friday afternoon Thinking, Exploring and Doing Programme.

MUSIC TO DELIGHT

The standard of music making at The Blue Coat School is simply stunning! Our young musicians are held in high regard by our local Senior Schools and a number of our pupils are selected for Music Scholarships and Awards at 11+ and go on to perform at the highest level. We also offer Music Scholarships to talented children entering Year 3.

Individual music lessons begin in Pre-Prep and the School offers a vast range of music groups and ensembles. Our annual Young Musician of the Year Festival is keenly anticipated and showcases the very best musical talent. Singing is at the heart of our curriculum, be it in Chapel, in class or in one of our many choirs. The Chapel Choir is the flagship of the Music Department and leads the Chapel worship every Friday. Many pupils are encouraged and supported in their applications to the Birmingham Cathedral Choir, Children's CBSO and the National Children's Orchestra.

The Music Department is heavily involved in the Performing Arts and works with the English Department to put on Pre-Prep productions and a Junior and Senior Production each year, along with several Morning Recitals and Concerts.



FURTHER INFORMATION



ENCOURAGING A LOVE OF SPORT

With a keen sportsman as Headmaster, it is no wonder that BCS Sport has gone from strength to strength! An extensive fixtures calendar, as well as intra-school competitions offer all children the chance to play competitive sport. We enter many national competitions and have achieved notable success including setting records at the England Schools Swimming Association Finals.

The Blue Coat School is proud to have forged close links with local sports clubs and activity providers to enhance opportunities for our children in sport. These partnerships include Diamond Swim Academy, Edgbaston Kestrels Hockey, Aston Villa Football Club, Moseley Rugby Club, Edgbaston Golf Club and Edgbaston Priory Club.

PASTORAL

Pastoral care is a priority and the BCS Pastoral team ensure that support is provided across the school with drop-in sessions in 'The Lighthouse' as well as regular 1:1 sessions for those who need it.

Our Year 5 and 6 pupils benefit from a Pastoral Tutor Group system which enables small groups of pupils to meet weekly with their Pastoral Tutor. Pupils have time to relax and take part in games and activities to bond and build confidence whilst also enjoying a cup of hot chocolate! It's no wonder that many pupils say that pastoral time on a Friday is the highlight of their week!

JOINING OUR SUPPORT STAFF (NON-TEACHING)

The Blue Coat School is an inclusive community and non-teaching staff often play a role in house and playground duties. They are also invited to take part in whole school events. Primarily based in the administrative building, the support team enjoy a close working relationship and at the same time, they feel involved in school life and are able to celebrate the successes of the children together.

JOB DESCRIPTION - Pre-Prep Aftercare (2.15pm - 6pm Monday - Friday during term time)

Core Purpose of Post

To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.

General Duties and Responsibilities

Professional

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Set and maintain high standards of work in supporting the teaching and learning, as well as of personal and professional conduct, as guided by the *National Occupational Standards for Supporting Teaching and Learning in Schools*.
- Comply with all regulatory requirements including those of the Early Years Foundation Stage (EYFS).
- Comply fully with the requirements as set out in the DfE document '*Keeping Children Safe in Education*' and those set out in the HM Government document '*Working Together to Safeguard Children*' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents/carers.
- Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.
- Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.
- Be familiar with the Special Educational Needs and Disability Policy and contribute to the support of pupils with learning support or special educational needs where required.

Duties and Responsibilities - KSI Aftercare

Welfare

- Assist the Aftercare Co-ordinator to ensure that the children are ready for and attend the relevant after school activities.
- Assist the Aftercare Co-ordinator in maintaining the Aftercare register, maintaining records of activities attended by children and in providing records for the Bursar's Office.
- Assist with any reasonable request in connection with the day-to-day organisation of Aftercare in providing a happy, secure, safe and stimulating environment in which the children can develop to their full potential.
- Assist the Aftercare Co-ordinator in supporting children with personal, social and emotional needs.
- Fully adhere to the requirements of the Aftercare Risk Assessment.
- Plan and prepare activities for the children where required, both indoors and outdoors.
- Actively supervise children ensuring that they are kept safe.
- Ensure that the children's dietary and medical requirements are met.
- Assist the Aftercare Co-ordinator with any safeguarding concerns and ensure that all safeguarding concerns are reported to a Designated Safeguarding Lead.
- Ensure that concerns about a child's health are referred to a first aider and the Aftercare Co-ordinator and that information about any illnesses, welfare matters or injuries sustained by a child whilst under the supervision of the After School Assistant are communicated to parents.
- Assist the Aftercare Co-ordinator in ensuring that parents are informed about school communications such as events, fixtures, trips and outings where required.



Qualifications/Professional Development

Paediatric First Aid qualification would be desirable, or willingness to undertake training

Skills and experience

Experience of working with and caring for children in EYFS and KS1, with an understanding of how to meet each child's needs is essential

Experience of leading and participating in activities with children in EYFS and KS1

Effective communication and listening skills

Knowledge

Sound understanding of safeguarding principles

Understanding of early childhood development

Personal attributes

Ability to form and maintain positive relationships

Sensitivity to others and the ability to work co-operatively

Patience, enthusiasm and a can-do attitude

Wholehearted commitment to the life of a vibrant school community

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. It may be amended at any appropriate time, following consultation between the post holder and a senior colleague.

HOW TO APPLY



Applications must be made on The Blue Coat School Application Form and must include details of two referees, one of which should be a current or most recent employer. Application Forms can be obtained from the [school website](#).

Application Forms, together with a supporting letter should be addressed to the Headmaster, Mr Noel Neeson, and returned to Ms Corinna Gregory, HR Administrator at The Blue Coat School, by 9am on Monday 5 January 2026.

Interviews will take place on Thursday 8 January 2026. Shortlisted candidates will be invited to attend a formal interview and also be observed interacting with the children in a lesson. There will be an opportunity to tour the school.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

The Blue Coat School is an equal opportunity employer.

For further details about the school and to download an application form please visit the school [website](#): www.thebluecoatschool.com

Application forms can be returned by e-mail to recruitment@thebluecoatschool.com or by post to The Blue Coat School, Somerset Road, Edgbaston, Birmingham B17 0HR.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.



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The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.