



FINTON HOUSE
SCHOOL

Gap Year
Assistant





WELCOME TO FINTON HOUSE

Thank you for your interest in working at Finton House. We are an outstanding non-selective co-educational preparatory school for boys and girls aged 4-11, located next to Wandsworth Common in South West London.

1 | OUR STORY ...SO FAR

Finton House was founded in 1987 as a charitable trust with two principles in mind: that children joining Reception should not have to face the pressures of a competitive entry system, and that of providing an inclusive environment where all children, including those with special educational needs, have the same opportunities.



**338 PUPILS
74 STAFF**

The School motto “Open Hearts and Guiding Hands” sums up the relationships which pupils and staff build with each other, with our local community and the wider world.



**FOUR
HOUSES**

The House system gives pupils a way to make friends outside of their year group whilst instilling a sense of belonging, pride and teamwork in them.



**SPECIALIST
FACILITIES**

We have specialist facilities including purpose-built Music rooms with soundproof recording booths, a Science lab, DT workshop and an Art room.



**EVERY CHILD
CAN SHINE**

A Fintonian demonstrates our ‘Finton Goals’ of kindness, respect, curiosity, resilience, communication, morality and self-belief.

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FROM OUR

CHAIR OF GOVERNORS

I am always so impressed and hugely thankful for the staff's dedication to the school's objectives and to each child's education at Finton House. This became particularly apparent during lockdown when they worked tirelessly to create and deliver a leading remote learning offering. This was created by leveraging the experience of schools around the world and utilising our previous investment in technology. Like everything at Finton House, we strive for improvement and keep evolving the educational experience so that we can now take the best of what remote learning has taught us and bring that to our on-site learning in 2021 and beyond.



In a world with an increasingly rapid pace of change where we must be prepared for the unexpected, our objective is that children leave Finton House with a confidence, resilience and understanding of the world which will allow them to thrive wherever they go next in life. I have the pleasure of seeing this first-hand when our Old Fintonians return to visit, come back to work with us or bring their children to school here. There is no doubt in my mind that being part of the Finton community is hugely rewarding and fulfilling.

Liz Buckley

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FROM OUR

HEAD

“Happiness is the key to a successful education.”

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment. Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman



ROLE SPECIFICATION

GAP ASSISTANT

Job Title	Gap Assistant
Reporting to	Deputy Head (Pastoral)
About	<p>Gap Assistants are responsible for supporting school operations including teaching and learning. Their workload is varied and may involve working with whole classes, groups or individuals.</p> <p>This position is ideally for 2-3 term placements, but occasionally vacancies arise for a shorter period.</p>
Main Duties	<ul style="list-style-type: none">• Work with teachers and/or other appropriate professionals to take into account pupils' needs and help them to learn as effectively as possible in lessons, small groups and on a one-to-one basis.• Carry out any tasks teachers may require to support teaching and learning such as preparing the classroom, preparing resources, photocopying, display work, setting up for events etc.• Carry out supervision duties during breaks and lunchtimes, including walking pupils to and from offsite activities.• Assist with the organisation and management of whole school events, e.g. plays, concerts, sports day and trips, including residential trips where appropriate.
Skills & Attributes	<ul style="list-style-type: none">• Strong command of the English language, including spelling and grammar• Good IT skills• Enthusiastic and willing• Patient and caring• Good interpersonal skills• Good team player and always willing to go the extra mile• Excellent time-keeping and attendance



“Finton is more than just a school.”

- Former Parent

Working at Finton will give you invaluable life experience. from working with children to being a key operational part of a very busy school. You will have opportunities to work with across a range of year groups, subjects and areas of school life - from Poetry Week to Sports Day, there is always something new and exciting around the corner at Finton.

At Finton, Gap Assistants are just as much a part of our family as our longstanding staff members; you will be treated with respect and given considerable responsibility, and in turn will leave with a great sense of achievement.

6 WHY WORK AT FINTON? BENEFITS

Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.

All employees have access to an industry leading Employee Assistance Programme, offering employees and their dependents access to wellbeing resources including counselling and legal advice.

There is the opportunity to earn significant additional income through extra-curricular clubs either before or after school.

Finton operates a lively social life with regular staff events such as quizzes and drinks events, alongside the traditional structured mentoring and sport schemes.



7 APPLYING FOR THE ROLE

APPLICATION FORM

To apply for this position you will need to complete an application form. Completed applications should be sent FAO the Headmaster, Ben Freeman, c/o Justine Lavelle (HR Coordinator) on justine.lavelle@fintonhouse.org.uk.

INTERVIEW PROCESS

Applications will be assessed against the job description and person specification, with candidates invited for an interview either in person or via Zoom. You will meet the Headmaster during the interview process and have an opportunity to tour the school.





8 | VALUES AND ETHOS

“Open Hearts and Guiding Hands”

EQUALITY & DIVERSITY

Finton House Educational Trust values Equality & Diversity in everything that we do, with inclusivity being a founding principle of the School. All applicants will be treated with respect and dignity, and provided with the support they require to complete their recruitment journey with the School.

SAFEGUARDING

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure, which is available on request.