



Appointment of GAP Students – January 2022 – Sutton Valence School

The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

SVS is an independent, HMC co-educational day and boarding school. It is part of, and overlooks, the picturesque village of Sutton Valence five miles from Maidstone. The roll at SVS is currently 560 pupils between the ages of 11 and 18 of which 140 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables SVS pupils benefit from the close guidance and individual attention of teachers. The academic staff are all highly qualified subject specialists. Contained within the 100-acre site, there are excellent games pitches, a superb all-weather playing surface and a sports centre that contains a state of the art fitness suite. The School has a fine musical tradition and a flourishing drama department.

SVPS occupies its own site in the neighbouring village of Chart Sutton and currently has 270 pupils between the ages of 3 and 11. The School is a member of the Independent Association of Prep School (IAPS). Typically, there are two or three classes per year group from Reception onwards. The majority of pupils proceed to SVS or local grammar schools.

SVPS has excellent facilities and resources and is set within extensive grounds. The School has enjoyed a high level of investment over the past few years with the addition of a purpose-built Pre-Preparatory department, a full-size Astroturf and a good-sized sports hall. A new classroom block incorporates a Library, ICT suite, Science laboratory and the Art and Design Technology room.

In addition, the School has a number of residential properties contained within the School sites and in the village of Sutton Valence.

Much factual information about the School can be gleaned from its literature and website, from directories and league tables, but none of these quite conveys the sense of purpose, optimism and inclusion, which exists among the staff and pupils.

Sutton Valence has a committed Governing Body whose mix of skills, experience and personalities bring a breadth of wisdom to its decision-making. Sutton Valence School is part of the United Westminster Schools' Foundation.

The School's Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 3-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding that will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.

The Appointment

We are looking for four enthusiastic people to spend their 'year out' in this stimulating and exciting school. Two will spend the majority of time at the Senior site and two at the Preparatory site. The ideal candidates will be energetic and enthusiastic, have a passion for working with children, and be able to work effectively as a team member with the ability to show initiative when required. A sense of humour is a distinct advantage. The posts are likely to be filled with school leavers **that must be over 18** at the time the post is taken up.

We expect our GAP students to take a full and active part in all aspects of School life and so the post holders will be people who are completely flexible, have a can do attitude, prepared to be role models for our young people and adopt high standards of personal conduct in order to maintain the respect of parents, pupils and colleagues. GAP students are considered as members of the academic staff. There is a requirement to live on site during term time.

GAP students are given responsibilities within the classroom, on the sports field and work closely alongside the academic staff in the teaching and learning of a varied age group of children. The children engage in a wide selection of activities both in and out of School in addition to many trips and outings, including residential trips.

Outside the classroom there is a great deal of scope for involvement in the School's varied programme of extra-curricular activities and GAP students will be expected to assist in School activities on a weekly basis, supervise the Sports Hall and have responsibility for some evening boarding duties. The School operates for six days during term time, including Saturday afternoons.

Our GAP students work closely with the Senior Deputy Head who takes responsibility for allocating the duties throughout the year. These duties include:

- Supporting the teaching and learning in the classroom and on the sports field;
- Assisting in the preparation and maintenance of the classroom as a learning environment;
- Working under the instruction and supervision of the relevant staff in a practical session;
- Supervising the safety of the pupils on their route to games facilities;
- Preparing equipment for the sessions;
- Supervising sports facilities as part of a rota during term time;
- Accompanying away fixtures and supporting the well-being of players during home matches;
- Supervising the changing of pupils;
- Supervising pupils in the Senior School Sports Hall;
- Assisting in the Boarding Houses;
- Assisting the administrative staff as required during term time.

This is an excellent opportunity to enhance an individual's Curriculum Vitae, gain real life work experience and obtain a reference from an educational professional.

The current remuneration for GAP students is £336 per week worked paid on a monthly basis. In addition, there will be four weeks paid holiday plus paid bank holidays spread throughout the year. Therefore, there are approximately 11 weeks (these coincide with the holidays when the GAP students tend to be traveling) that are not paid that will need to be budgeted for. During term time, free school meals are available as provided for boarders and other residential staff. Throughout the year, staff may use the excellent sports facilities in the evening and during the day if not being used. Similarly, single accommodation is provided and consists of an individual study bedroom at the School with bathroom, kitchen and washing facilities shared with other staff.

The School operates on a three-term basis. January is the beginning of the Lent Term, which is the second term in the year: the first academic term is the Autumn Term, which runs from September through to December. The second term then starts in January through to March, and the third term starts in mid-April and goes through to the beginning of July, when our pupils have their long summer holiday. There are approximately 16 weeks when the School is not in session, three weeks at Christmas, three weeks at Easter and about eight weeks in the summer with half-term breaks in between. There is also in-service training at the start of the Autumn Term and attendance will be required at all relevant sessions.

The School is required to check that all prospective GAP students have the right to work in the UK. Consequently, applicants from overseas are likely to be applying with a Tier 5 Youth Mobility Scheme for the right to work.

Any offer of appointment will be subject to satisfactory references, medical and a criminal record check via the Disclosure and Barring Service and a National Police Certificate if applying from overseas. Your letter of application should state what particular skills, experience and attributes you could bring to Sutton Valence School and any interests and hobbies. It should also state your preference to work at either the senior site or preparatory site. Letters of application, together with a completed [application and monitoring form](#), should be sent as soon as possible to the School office: enquiries@svs.org.uk.

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