

Candidate Brief  
Classroom Assistant  
Broomwood



BROOMWOOD

# Build YourBEST Career



#BeYourBEST



## Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

#BeYourBEST at Broomwood.

# Becoming your BEST...



## At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We want the very best so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We want people who are hungry to give their best and, in return, we will ensure that we make working at Broomwood one of the best decisions of your career.

## At Dukes Education...

As a member of the Dukes Education family, staff have access to a myriad of training opportunities and some of the most exciting ideas and practices within education today. We believe in continual education and we will continue to support staff who are keen to learn as well as teach.

We hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.

# Welcome



Mr Michael Hodge  
Principal & Head, Broomwood  
Prep, Boys



Mrs Caron Mackay  
Head, Broomwood Pre-Prep



Mrs Louisa McCafferty  
Head, Broomwood Prep, Girls

Thank you for considering Broomwood and we hope to meet you in person to tell you more about our wonderful schools which, whilst separate sites, work together to deliver an extraordinary and rich education to children aged 3-13.

The Pre-Prep is the first stage in the broader Broomwood journey and is where we offer children a glorious, happy and stimulating start to school life that enables them to learn the important building blocks of education in a way that makes learning fun and relevant.

We are passionate about teaching, creating a new and modern curriculum whilst also incorporating lifelong skills through our learning powers of resilience, confidence, communication, curiosity and independence.

Whilst the two prep schools are single-sex, we work closely and collaboratively

together to deliver an education that's tailor-made for the needs of boys and girls, whilst enabling them to enjoy all the benefits of both single-sex and co-educational opportunities – in other words, the very BEST of all worlds.

We are a team of dedicated and hard-working educators and leaders who enjoy working together and who deliver fantastic results, both academically and in the wider curriculum.

If you are the sort of person who's not afraid to roll-up your sleeves and muck-in, we know you'd fit in. We look forward to meeting you.

# The Best of All Worlds



Broomwood is an academically ambitious, yet pastorally kind group of schools working together under one Principal, but with separate sites under autonomous, yet collaborative Heads. It consists of a co-ed pre-prep and a boys' prep.

Broomwood equip and inspire boys and girls to #BeYourBest by giving them the very best of ALL worlds: a joyful co educational start to education at the age of 3 or 4 in a bespoke, specialist Early Years centre within a wider school setting, with a seamless transition to single-sex, yet highly collaborative, prep schools at the age of 7 before departing for some of the best schools in the country at the age of 11 or 13 – both day, boarding, co-ed and single-sex.

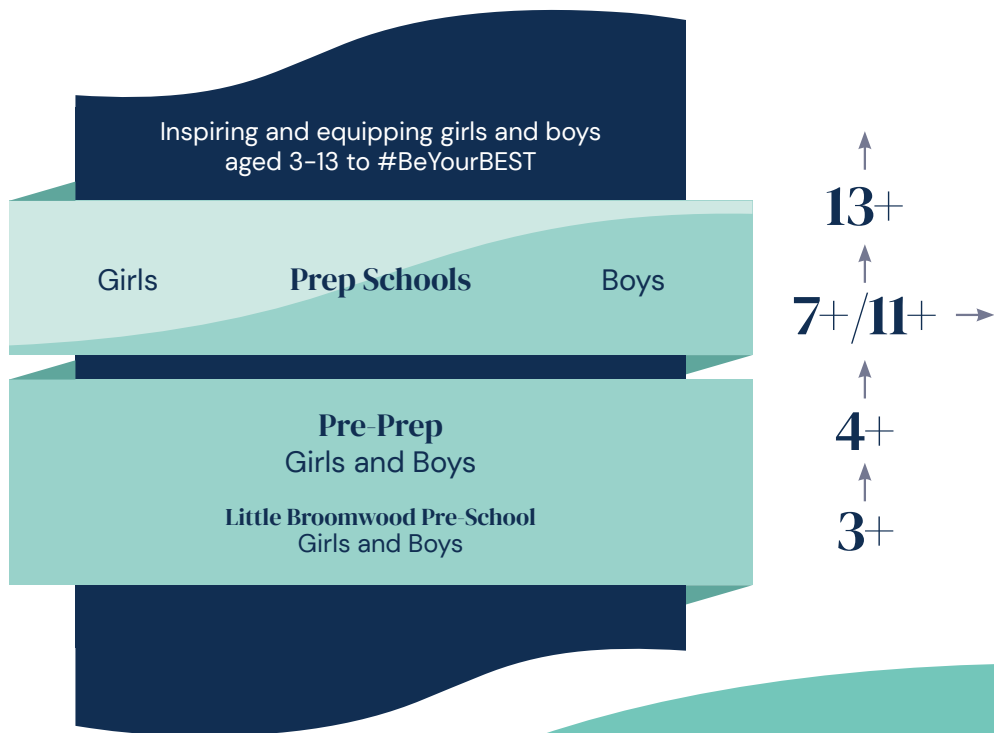
Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

At Broomwood we believe that, together, our schools offer girls and boy an extraordinary education. A bespoke, dynamic and rich journey where pupils develop their own passions and talents, as well as being stretched in new directions, so they become the best version of them-selves. With success celebrated nationally, we're determined our pupils experience even more opportunities to grow.

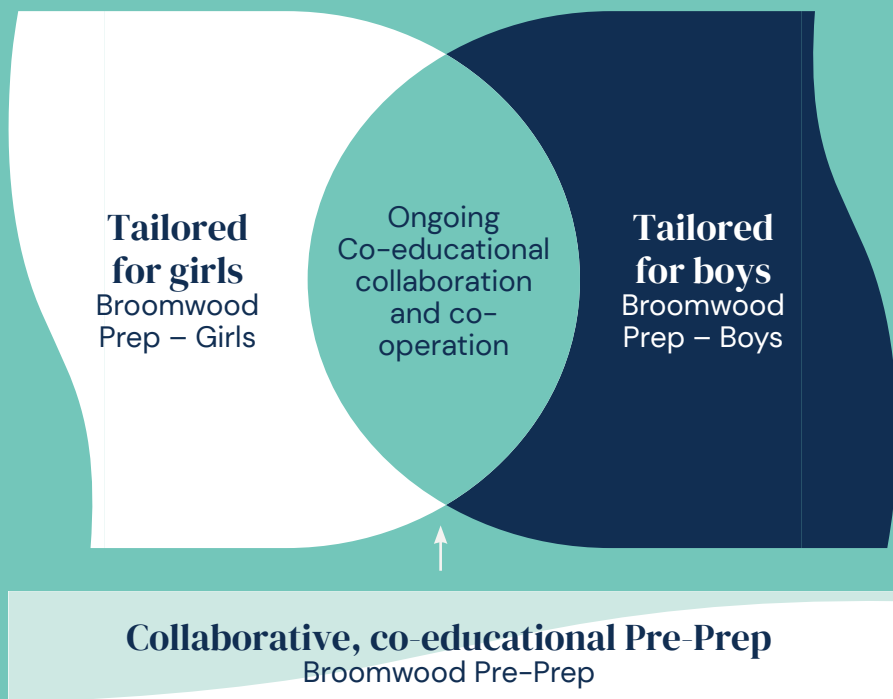
Because we believe in every girl and boy, helping them develop their unique passions and talents, because our forward-looking culture encourages pupils to embrace change, because we strive to ensure every individual succeeds in a culture of collaboration and Togetherness, our promise is to inspire and equip every Broomwood pupil to

**#BeYourBEST**

# About Broomwood



## Our unique Model



# The Opportunity

## Classroom Assistant\* Opportunities

We are always keen to hear from school leavers who would be interested in joining us at Broomwood Schools on our Gap Assistant programme.

This is an excellent opportunity to gain experience of working in schools during a Gap year, prior to going to university.

Working as a Gap is a lot of fun – and also:

- integrate to the smooth running of our schools
- provides an opportunity for a paid work experience in a professional educational setting
- is varied, supporting our teaching staff and pupils throughout the school day, both in the classroom and in extra-curricular activities including sport, art and drama – no two days are alike

This is a great opportunity to work in a fun, friendly environment and is always a strong addition to any CV.

All training is provided and ideally, we prefer candidates to stay with us for at least two terms, to really get to know the schools and develop into the role.

We are always particularly keen to hear from those interested in a career in teaching and working with children.

## Key Responsibilities

- assisting sports coaches
- coaching and supporting sports teams in games sessions and on match days
- support of pupils in classroom and practical activities;
- assist teaching colleagues through administrative support (for example, preparation of materials);
- supervision of pupils during break periods, trips and other activities;

- adherence to the school's Child Protection and Safeguarding policy and other school policies;
- demonstrate a professional, courteous and friendly attitude towards the children, teaching staff and work colleagues at all times;
- carry out any reasonable request by the Designated Safeguarding Lead or Head;
- undertake other duties and tasks that from time to time may be required and that are appropriate to the role.

## Occasional Duties

- attend meetings and all training courses as required.
- assist with special functions at weekends and evening events, which may sometimes be outside normal working hours (overtime will be paid)

## Safeguarding

This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020))

**\*Previously known as 'Gap Assistants'**



# Your Talents

## Essential

- Enthusiasm for team sports, particularly football, rugby and cricket at Broomwood Boys and hockey, cricket and netball at Broomwood Girls.
- Enthusiasm for working with children
- Hardworking, initiative-led approach to working
- Unafraid to get your hands dirty

## Desirable

- Coaching experience in one or more sports
- Willingness to attain qualifications
- An interest in pursuing a teaching career in the future

## Personal Qualities

- Ability to work both independently and as part of a team
- Sensitivity to the needs of others
- Ability to work harmoniously with colleagues and pupils of all cultures and backgrounds
- Ability to work under pressure and with competing priorities



# Working at Broomwood

This role is offered on a full time permanent contract.

- Pension Scheme;
- Cycle to Work Scheme

## **We offer:**

- Subsidised private health care which gives access to discounted gym membership as well as other discounts;
- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Child care voucher scheme;



# Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

**#BeYourBest**

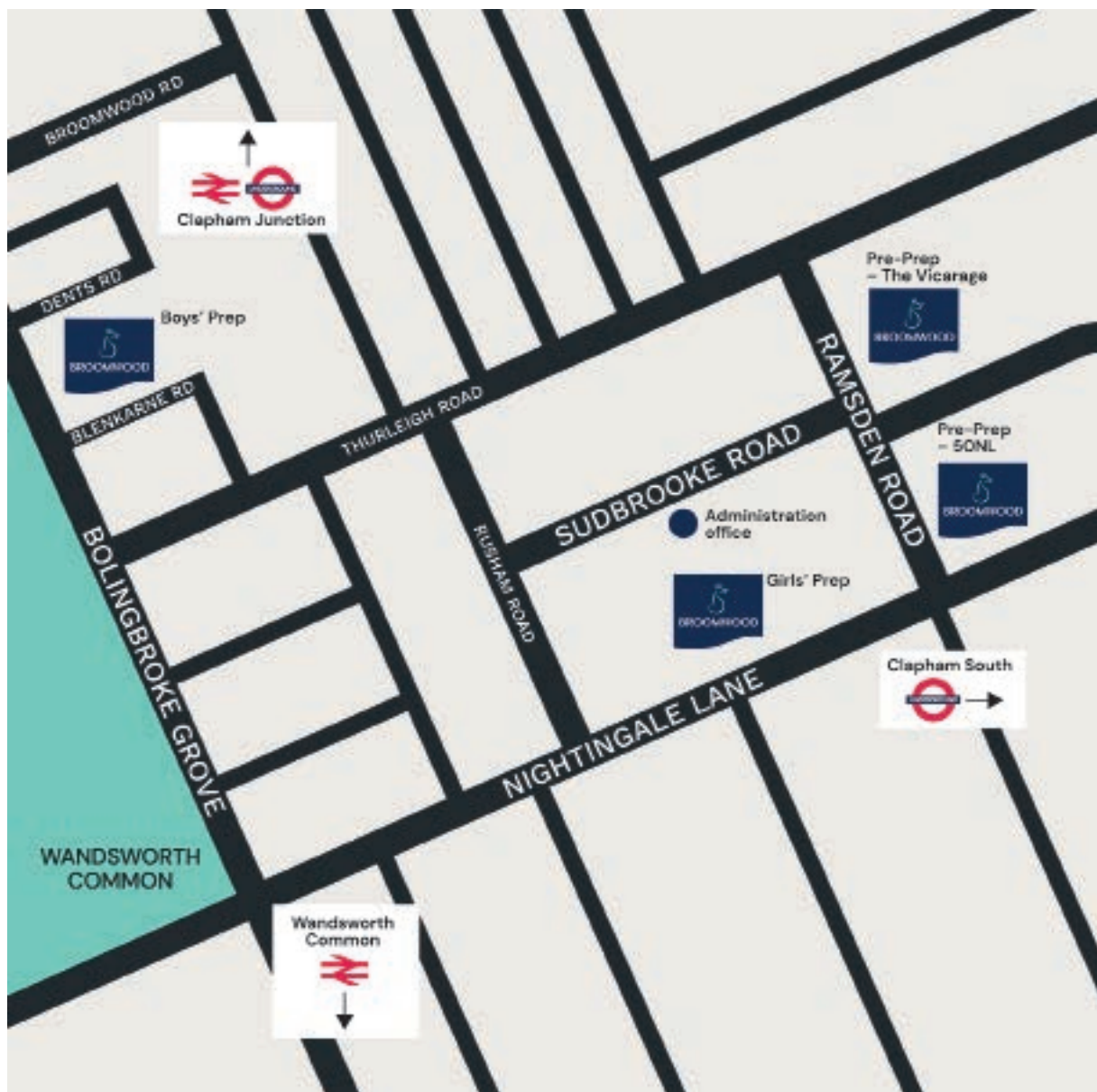
We live our values and use them to shape and develop individuals through our appraisal and development process.



# Wandsworth

## Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.



# How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources,  
29b Sudbrooke Road, London SW12 8TQ or  
emailed for the attention of Deborah Kind to  
[people@broomwood.com](mailto:people@broomwood.com)

Enquiries to 020 8696 8787

For further information about our school please  
visit our current website,  
**[www.broomwood.com](http://www.broomwood.com)**

Broomwood is committed to safeguarding  
and promoting the welfare of young people.  
The successful applicant will be subject to an  
enhanced DBS check.



## BROOMWOOD

"Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives."

**[Broomwood.com](http://Broomwood.com)**

Broomwood is proud to be part  
of the Dukes Education family  
Together we're extraordinary.

