



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Graduate/Gap Assistant

(Fixed-term contract for one year)





The School

Pipers Corner is a Girls' School Association Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the school is four miles north of High Wycombe and two miles from Great Missenden. In its last educational quality ISI inspection the school was graded as "excellent" in all categories.

Founded in 1930, the school was established on its current site in 1945. The school now comprises of approximately 615 students and employs more than 170 staff.

Our site has incredible facilities to inspire the next generation, we have a 280 seat theatre, fully equipped for our student technical team, with plenty of performances for our aspiring performers. Our Pipers Radio studio broadcasts live every lunchtime, and the video editing suite is the home of our Pipers TV team.

Sporting facilities include the swimming pool, fitness suite, astro pitch and gymnasium. Forest school is conducted in our on-site woodland, and to encourage environmental awareness we have two outdoor eco-classrooms with wind turbines and water butts. Students of all ages benefit from outdoor lessons in our wildflower meadow.





Welcome from the Head

At Pipers, there is no such thing as a typical 'Pipers' girl. All members of staff support the students to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young adults. Investment in talented and inspirational teaching staff and professional support staff is at the heart of our success, and our recent academic results and overall performance bear testament to this.

Every member of the Pipers community, both academic and support staff, play a vital role in maintaining the excellent standard of education we provide. Underpinning everything that we do is a team of enthusiastic and determined staff, with a willingness to think outside of the box.

Personal development is always encouraged and supported, and well-being is at the forefront for staff as much as students.

I am incredibly proud of the Pipers community and it is a privilege to work alongside such talented staff and positive students.

A handwritten signature in black ink that reads "Helen Ness-Gifford".

Mrs Helen Ness-Gifford





Why work at Pipers?

We have a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere. Benefits for teaching and support staff include:

- Competitive salaries and excellent pension schemes
- Annual professional review and commitment to CPD for all
- On-site car parking and the possibility of on-site single accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with free tea, coffee and fruit
- Use of the fitness suite and swimming pool
- Staff clubs such as yoga, running, football and choir
- Cycle to work scheme
- Access to a counselling service

The school is less than an hour from Central London and has excellent rail links and motorway connections. It is four miles north from High Wycombe, which has a large shopping centre, two multiplex cinemas, a sports centre and several out of town shopping areas.





Testimonials

"The students at Pipers Corner understand the importance of their own, and each other's development, making the classroom culture supportive and nurturing. But what makes Pipers special to work in is that they appreciate this environment, as well as the staff, allowing them to grow as individuals and make progress."

"Since joining Pipers I have been impressed by the strong sense of community between colleagues and the amount of trust and support shown by the parents."

"Pipers Corner School is a great place to work. It has encouraged me to push myself to be the best teacher I can be, allowing me to experiment with my teaching style and get to know pupils in a fun and engaging way. The School has excellent facilities and is focused on helping students reach their highest potential."

"Pipers has a warm working environment, with friendly staff who will do all they can to support your development and positive spirit."

"I enjoy working at Pipers because of the great relationship between staff and students. Lessons have a fun but productive atmosphere and classes of all ages are keen to learn."



Job Advert

Graduate/Gap Assistant

Term-time only | Fixed-term contract for one year
To start September 2024
Salary | Competitive, dependent on experience

We have an exciting opportunity for talented, flexible and hardworking graduates/gap year students who are looking for paid work experience in a highly successful independent girls' School. This role would be ideal for anyone considering a career in education and who enjoys the challenge of a wide range of experiences.

Your role will vary from day to day and could include: providing cover and assisting teachers in the classroom, helping in the School Office, coaching on the sports field, assisting with after School club, helping with bus duties etc. You will be our "go to person" when help is needed, and in return at the end of your contract you will have gained experience across many areas of the School, forming an excellent addition to your C.V.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk.

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Monday 3 June 2024
Interview date | TBC

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Pipers Corner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Registered Charity No. 310635



<p>Job Title</p> <p>Graduate/Gap Assistant</p>	<p>Salary</p> <p>Competitive, dependent on experience</p>	<p>Working hours</p> <p>Full-time Term-time only</p>
<p>Line managing (direct)</p> <p>N/A</p>	<p>Reporting to</p> <p>Assistant Head (Operations)</p>	
<p>Purpose</p> <p>The purpose of the role is to provide support wherever it is needed in the School and would be ideal paid work experience for someone who is considering a career in education. Daily duties may include, for example: providing cover for or assisting teachers in the classroom; helping in the School Office, Reception; coaching on the sports field; assisting with after School club or bus duties.</p>		



Specific Responsibilities

Principal

- To support individuals and groups of students in all aspects of School life including academic lessons, sport and co-curricular activities.
- To be a confident role model to the students and to build professional relationships with them during lessons, breaks, co-curricular activities and supervised prep.
- To help create a purposeful and supportive learning environment by assisting teachers or covering classes as required.
- To assist with the supervision of students during break times.
- To provide administrative support in non-teaching departments as required.
- To carry out any additional responsibility or task which may reasonably be requested by the Headmistress.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

May 2024

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties



Person Specification	
Qualities	Essential
Qualifications	<ul style="list-style-type: none"> • Educated to at least A Level standard.
Experience	<ul style="list-style-type: none"> • Good working knowledge of IT. • Some experience of working with young people. • Ability to write well with a good command of written and spoken English and grammar.
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communications skills. • Strong organisational skills and the ability to work independently. • Discretion and the ability to deal with confidential information appropriately. • Willingness to train as a lifeguard.
Personal competencies, qualities, attitude and behaviour	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • be able to communicate well with students, colleagues, parents and senior management. • have a professional, helpful and friendly approach. • be motivated with drive and enthusiasm. • be reliable and flexible, with a “can do” approach to all duties and responsibilities. • be resilient and able to cope with the rigours of a busy School environment. • be diplomatic, discreet, confidential and professional at all times. • be committed to the School’s values and ethos.

