



CHELTENHAM
PREP SCHOOL

Graduate/ Gap Student Handbook

2022-23





Welcome

Congratulations on being appointed as a Graduate/ 'Gappy' at Cheltenham Prep, and welcome!

By now you should have sent us various documents and information and completed a DBS check.

Before you start at The Prep, please make sure you have read this induction handbook thoroughly, in order to be acquainted with our initial expectations.

Over the course of your time at The Prep we hope you will come to feel at home here and get as much out of the experience as you can. We try hard to give you the support, guidance, and friendship that you need to really benefit from the experience. I am your line manager, if you do have any further questions, or concerns, please feel free to see me or contact me on avery.jack@cheltenhamcollege.org or 07596161929.

Jack Avery
Head of Boarding
07596161929

Welcome Role of a Graduate/ Gap Student

The role is varied, and it is important to be hard working, flexible, adaptable, and enthusiastic. The more you put into the job the more you will get out of it. You are expected to maintain a professional appearance and show appropriate regard for the school's ethos. You should treat children kindly and, as a member of staff, expect respectful behaviour to be shown in return.

Official working hours vary depending on your boarding hours, as well as a share of the Parent Evening duties and weekend commitments over the course of the term. If unforeseen problems (such as illness) prevent attendance at school or boarding, a call/text should be made by 07.00am Phil Williams and line manager. Any requests for absence known in advance should be discussed with your line manager as early as possible and they will make a record of them e.g. university visits, medical appointments etc.

Your line manager is the Head of Boarding, Jack Avery. You will also report to Duncan Simpson, Director of Sport, and Nicky Gidman, Head of Girls' Games, as appropriate, over sports commitments and responsibilities.

Specific requirements are as follows: -

- To adhere to the requirements of Safeguarding and Child Protection and advice given by the Designated Safeguarding Lead. Graduates and Gap Students must familiarise themselves with information provided at induction, whether this has been given orally or in documentation.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

- To carry out daytime activities as laid out in the personal timetables that will be given to you at the beginning of term. These will include assisting with lessons and games coaching, break duties and other jobs. Punctuality is required and notice should be given if any difficulties are foreseen in carrying out a task. Good timekeeping is required for scheduled activities on timetables and a degree of initiative is needed at other times.
- To assist Houseparent's and duty staff with full evening activities (17:00 - 21:30).

- To assist with Activities after school. These run from 17:00 – 18:00 on Monday, Tuesday, Thursday and Friday (to include changing room supervision if applicable).
- To assist weekend activities when on duty.
- To help with team fixtures, either home or away on Wednesdays and Saturdays. To accompany staff on trips out of school.
- To ensure that all sports equipment is well-maintained and that the equipment storage areas and children's changing rooms are kept tidy and accessible to other members of staff. To assist with sports teams, including training, selection and match day supervision.
- To carry out break time duties on a rota basis that shall include supervising the children at morning and lunch break as well as indoors in the event of inclement weather.
- To referee/umpire matches when required in a fair, professional manner that should include liaising with other school's sports staff and parents.
- To help staff with matters arising at short notice whenever feasible, subject to scheduled commitments.
- To listen to children read individually or in groups (normally Pre-Prep, Lower School and Middle School), prompting and appraising as part of their guided-reading programme.
- To collect classes from the Pre-Prep escorting them to their PE lessons and likewise escort the classes back to their classroom. To be in the swimming pool, assisting swimmers in Pre-Prep during their weekly swimming lesson, if appropriate.
- To help with Nursery, Pre-Prep and Middle School lunch as directed.

Safeguarding

Please ensure that you have read and understood our Safeguarding and e- safety policies

<https://cheltenhamcollege.sharepoint.com/sites/Business/College%20Policies/SitePages/Policy%20Portal.aspx>. You also need to read Part 1 of KCSIE. You will be briefed on the child protection procedures here at Cheltenham Prep and you must be confident with this. The Deputy Head Pastoral will brief you when you start.

Professionalism

As a Graduate/ Gap Student at The Prep;

- you are expected to act as a full-time member of staff and it is, therefore, implicit that the children and other staff treat you as such.

- you will be able to sanction pupils (minus - logged on ISAMs) and concerns must be brought to the attention of the Deputy Head (Pastoral), Heads of Section, or Class Teachers depending on the incident.
- the children should refer to you as Mr..., Miss..., Sir or Miss; any use of your first name should be discouraged.
- you are expected to learn the pupils' first names. Nicknames are not considered appropriate forms of address as they may cause upset or lead to bullying from other pupils.
- you are expected to maintain a 'professional' distance, conduct yourself in a professional manner and help set an example. You should avoid any over-familiarity or physical contact at all times.

It is NOT appropriate to:

- o Share your music with the children via a laptop, phone or other mobile devices.
- o Accept friend requests from current children or their parents on social media.
- o Allow a child to sit snuggled up to you – distances need to be maintained.
- o Make insulting or degrading comments to the children. Using an inappropriate term, like 'prat' will invariably get home and parents will quite rightly want an explanation. Swearing is not tolerated by staff within earshot of the children or by the children themselves.
- Please see later paragraph regarding the use of mobile phones and social media.

Any problems or concerns you may have with pupils should be directed to your line manager, Deputy Head or a senior member of staff at the earliest opportunity.

Your timetable

When you start at The Prep, you will receive a basic timetable from you line manager with the rudiments of the week already completed. There will be some spaces, however, which will be filled in with cover periods to help other staff who may be away. Some weeks, your timetable will change as you are asked to assist with different classes and participate in different activities and this will often be the case in the last few weeks of term. Phil William will share any changes which occur on a daily basis by email. Please check your school email on a daily basis for further changes.



Please keep a copy of your basic timetable (it might be helpful to have a photograph of it on your phone), but if you do lose it do not worry as we always keep a master copy.

If you have any clashes or problems with your timetable, please see your line manager as soon as possible in order to avoid confusion.

Staff Handbook

All staff are issued with the Staff Handbook when they begin their first term. This is a key document as it outlines the duties, expectations and responsibilities of all staff, in addition to outlining the various policies and procedures that run the school on a daily, weekly and termly basis. You should familiarise yourself with the main items within it during your first few weeks at The Prep. Obviously there is a lot of information in the Handbook that will not affect you directly, but it will help you to understand how The Prep works and what is expected of pupils and staff alike.

Dress Code

Staff at The Prep are expected to set an example to the children in all areas, including their appearance. You are expected to be smart at all times, and in clothing appropriate to your role(s). Jeans are not acceptable and trainers should only be worn with games kit.

If you are assisting in a classroom setting, or with an event at which parents will be present you are expected to wear smart clothes.

If you are assisting in the PE Department, you are expected to wear The Prep sports kit (which will be issued at the beginning of your first term). You are not expected to change into smart clothes if you need to assist in a classroom at a later stage.

If you are assisting in areas such as DT or Art then smart, but appropriate, clothing will be acceptable.

Whilst accompanying school trips, you are expected to wear smart professional clothes as you are representing the school.

During boarding hours you are welcome to wear your own clothes, however, please ensure these are appropriate for leading boarding activities.

If you are in doubt about any of the above, please check beforehand.

Duties

In addition to assisting in the classroom, classroom cover, in games and with administrative duties in the School Office, you will also be required to undertake various supervision duties at break and lunch times.

A list of the staff duties will be sent to you prior to inset. Your duties are indicated on your timetable.

If you are unable to make a duty, for whatever reason, please ensure you swap with another Graduate/ Gap Student so that the duty is covered. If you know you are going to be absent from school in advance, again, please ensure you swap your duty.

When you are on duty, please make sure that you are supervising the pupils. It is incumbent upon you to ensure the children are safe, adhering to school rules and acting in a sensible manner. If you have any doubts about something, or see an incident occurring which you are unsure about, then speak to the member of staff on duty with you.

The House System

At The Prep, there are six Houses and one Boarding House. The six Houses are Athens, Corinth, Persia, Rome, Sparta and Troy. Each child from Years 3 – 8 and staff member is placed in a House and various competitions and social events are organised within each. The Boarding House (Cade House) has capacity to house sixty children with girls occupying the first floor and boys the second.

Staff meetings, inset & the beginning and end of terms

Whole school staff meetings are held at the beginning of every term before the children return. The staff then disperse into several sub-groups; Pre-Prep, Lower School, Middle School, Upper School, Heads of Department etc to have subsequent meetings. Anything discussed in a staff meeting is strictly confidential.

As a Graduate/ Gap Student, you are expected to attend the induction day and then various meetings as part of the INSET days. The rest of the days are spent helping where required or attending in service training or department meetings, as required.

This is an opportunity to receive professional training and all staff are expected to attend (you will be informed if you are not required to attend).

At the end of the autumn term, we hold a staff Christmas party (usually on the last day of term) and you will be invited to attend.

At the end of the summer term, we hold Speech Day/Prize-Giving to celebrate the multitude of events and achievements that have happened over the course of the year. You may be asked to help with arrangements before the event. Dress is slightly more formal than normal. After speeches have finished there are usually a staff drinks.

Parking

Parking is available in the grounds of Cheltenham College, but not adjacent to Prep buildings as this is reserved for parents and visitors (unless during the holiday).

The best place to park for The Prep is the Sports Hall car park, however, when we have big sporting events etc the parking is reduced and parking can be found at College Houses, by the cricket nets etc. At these times it may be that it is not possible to park.

A parking permit must be obtained from College Reception and displayed in your vehicle whenever you park at school.

IT, Emails, Mobile Phones

Graduates & Gap students are given a device and email address. All staff receive their own log-on details and password to access the school network and internet. Staff email addresses are firstinitial.surname@cheltenhamcollege.org i.e. j.bloggs@cheltenhamcollege.org You will be given this when you come in for you INSET days.

As a member of staff, adherence to our Acceptable Internet Use Policy is implicit. This is a contract setting the parameters of your network usage and spelling out the dangers of misusing them.

Nearly all internal communication at The Prep is delivered via email, so regular checking must become second nature. Similarly, 'Digi Zone' holds a large digital store of materials and resources – again, familiarity is key.

Mobile phones should not be used during lessons or whilst on duty; it is unprofessional and distracts you and the pupils (except for in an emergency). Your

line manager will set up a WhatsApp group in order to communicate any urgent messages, but please check any such messages subtly.

Responsible use of social media

Staff must be aware that their role comes with particular responsibilities, and they must adhere to the school's strict approach to social media.

Staff must:

- a) ensure that wherever possible their privacy settings on social media sites are set so that pupils cannot access information relating to their personal lives.
- b) obtain the prior written approval of the Headmaster, to the wording of any personal profile which you intend to create where the school is named or mentioned on a social networking site;
- c) seek approval from the Headmaster before they speak about or make any comments on behalf of the school on the internet or through any social networking site;
- d) report to their Head of Department or Line Manager immediately if they see any information on the internet or on social networking sites that disparages or reflects poorly on the School.
- e) immediately remove any internet postings which are deemed by the school to constitute a breach of this or any other school policy.
- f) weigh out whether a particular posting on social media may put their effectiveness as a teacher at risk.
- g) post only what they want the world to see.

Staff must not:

- a) provide references for other individuals, on social or professional networking sites, as such references whether positive or negative can be attributed to the school and create legal liability for both the author of the reference and the school.
- b) post or publish on the internet or on any social networking site, any reference to the school, your colleagues, parents, or pupils.

c) use commentary deemed to be defamatory, obscene, proprietary, or libellous. Staff must exercise caution regarding exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.

d) discuss pupils or colleagues or publicly criticise the school or staff; e) post images that include pupils.

f) initiate friendships with pupils on any personal social network sites or accept pupils as friends on any such sites; staff must decline any pupil-initiated friend requests.

h) use social networking sites as part of the educational process e.g. as a way of reminding pupils about essay titles and deadlines.

Personal use of social media

We recognise that staff may work long hours and occasionally may desire to use social media for personal activities at the office or by means of our computers, networks and other IT resources and communications systems.

We authorise such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity. While using social media at work, circulating chain letters or other spam is never permitted. Circulating or posting commercial, personal, religious or political solicitations, or promotion of outside organisations unrelated to the organisation's business are also prohibited. Staff must ensure that their use of social media does not create any breaches of internet security and therefore must be careful to avoid any chatbots or applications that might interrupt our IT systems. Excessive use of social media that interrupts staff productivity will be subject to a disciplinary procedure, consistent with this policy.

Staff are prohibited from using their work email address for any personal use of social media.

Laundry

You will have access to our House laundry facilities, and you are welcome to use this when it is free.

Most importantly we hope you enjoy your experience working at The Prep. The Graduate/ Gap job is incredibly rewarding, and you will build some great relationships with colleagues, parents, and children. I am confident the experience you gain will serve you well in future, whether that is in education or not.

- Be proactive.
- Ask questions.
- Work hard/ play hard.
- Make the most of every opportunity

If you have any questions, please do not hesitate to contact me.

Jack Avery

JRA August 2022
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