

Creating the Future



THORPE HOUSE SCHOOL

AN INDEPENDENT SCHOOL FOR BOYS

WELCOME



Thorpe House School is a thriving boys' independent day school in Gerrards Cross, Buckinghamshire. The School provides its 300 pupils with an education tailored to the way boys learn best. It is a truly unique school in the local area, offering boys a bespoke learning journey.

Thorpe House School is forward-looking, thriving and inclusive.

A Christian-based ethos underpins the School's nurturing environment. Kindness, compassion, respect, politeness, and resilience are traditional Thorpe House values. The School invests a high level of care and attention in every pupil and instils the boys with a love of learning. It has a caring family atmosphere, with a welcoming staff who work closely in partnership with parents to ensure that the boys achieve their best. Excellent teaching, small class sizes and a learning environment where boys are known by their teachers, guarantees the best opportunity for each pupil to fulfil his potential.

The boys generally achieve GCSE grades above those predicted, many of them excellent, and by the time they leave, are well prepared to cope with the many and varied challenges of modern life. Thorpe House School's educational approach encourages the boys to become responsible members of their local and global community. The staff are committed to providing the boys with the guidance and support they need to succeed.

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Our
HISTORY



Steeped in history, the School was founded in 1923 by Cyril Averill. Originally sited in Queensway, the School moved to its present site in 1925. The former Poet Laureate, Sir John Betjeman, was for a time the School's Master in Charge of Cricket. The Pre-Prep was established in 1964 and in 1985 the School became a Charitable Educational Trust. In 2006, with great success, the School extended its age range to 16.

In 2023/24 the School will mark its centenary and welcome Year 12 pupils into its new co-educational sixth form which opens in September 2024.

Our
LOCATION



Gerrards Cross is a wonderful place to live and work. It has an abundance of green space for cycling and walking, notably the beautiful Gerrards Cross Common. The town has a friendly community feel and it is consistently rated as one of the most sought-after locations close to London. The centre of London is only a 20-minute train journey. The Chiltern Railway also serves Aylesbury, High Wycombe, Bicester, Stratford-upon-Avon and Birmingham.

Pastoral Care

It is very evident that positive relationships exist between all members of the School community. Every boy is made to feel that he is an important member of the School, allowing his learning to flourish and an independence of thought to grow within him. The staff are committed to doing the very best for the boys in their care; all pupils feel valued. Pastoral care at Thorpe House is excellent and the boys know that their teachers demonstrate concern for them and readily listen to their views.

Aims

The School aims to educate and develop each pupil to the highest standard. When a boy leaves Thorpe House, the School is determined that he has the attributes to be a curious, independent and creative learner. The School encourages the boys to become risk takers who can reflect upon their ideas and use them to problem solve. Thorpe House School boys have well-developed personalities, are self-confident, and show consideration for others. The School strives for its boys to be culturally aware, spiritually fulfilled, and content with life whilst retaining a high self-esteem and a positive regard for themselves.



Governance and Leadership

The School is administered by dedicated and hardworking trustees who have a clear understanding of the School; they work hard to ensure that the School stays true to its ethos. They offer a wide range of effective skills to support the Head and the School. As a result, the School benefits from outstanding leadership. A clear and well-communicated vision for the future is supported by the Governing Body and a committed Senior Leadership Team. All those involved at the School aim to create a caring, learning environment for the boys. The Senior Leadership Team currently comprises the Headteacher, Deputy Head, Director of Studies, Head of Lower School and Finance Manager. Mr Simon McCallion formally joined the school as Head of Sixth Form on 1st September 2023.

Our SECTIONS

Lower School is a vibrant, inclusive and very happy place to learn. Small classes and teachers with experience throughout Early Years and both Key Stage 1 and 2 ensure a high level of care and attention to every boy. Lower School boys are encouraged to embrace the values of kindness, friendship and respect, alongside perseverance and a love of learning.



In the Middle School, the aim is to create an environment where every pupil's academic needs are met, challenged and stretched on a daily basis. We want all pupils to realise not only their level, but also to appreciate what the next steps are and ensure that they are motivated to take those steps.

In the Upper School, the aim is to provide excellent teaching in a small school environment, preparing the boys for tomorrow's world and their next step in education. We seek to challenge, inspire and inculcate a lifelong love of learning whilst also developing the key attributes of intellectual curiosity, independent thinking and learning, resilience, respect and leadership.



The School will be opening a co-educational sixth form in September 2024 and is very excited by the opportunities which this venture will offer for both staff and pupils.

JOB DESCRIPTION

The position of Welfare Officer

Health & Safety

Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents / hospital etc, safe management, storage and administration of medication.)

To support pupil and staff wellbeing.

Review, monitor and record the health status of all pupils to plan, deliver and evaluate school care plans, and produce allergy documentation for the Catering Team prior to the start of each school year; to ensure that the medical profiles of new students are on boarded as appropriate.

Work with teachers to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary.

Work with parents, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. asthma, diabetes, epilepsy, mental health needs, etc) to enable them to attend and benefit from school.

To implement and maintain arrangements for first-aid provision to comply with statutory requirements, including risk assessment to determine sensibly and reasonably the total numbers of first-aiders, maintenance of records, accident reporting arrangements, statutory notices and first-aid boxes.

Advise the Head and SLT in the development of health-related policies, preventive or risk reduction programmes of work around any specifically identified school needs, e.g. nutrition, physical activity, medical checks, substance abuse (including vaping), nut allergies, obesity, eating disorders.

Contribute to the development of School emergency/business continuity plans include a response to outbreaks of communicable diseases.

Sit on the health and safety committee.

JOB DESCRIPTION

Pastoral Care

In consultation with the Deputy Head, devise and implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported.

Be open and available for pupils where they are able to receive personalised support and advice in areas such as relationships, child protection concerns, mental health concerns, managing stress and risk-taking behaviours.

Work with teaching staff and the Designated Safeguarding Lead (DSL) to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect. This will include identifying and referring pupils at risk or suffering from maltreatment.

Communications

Advise parents on school immunisation programmes and outbreaks of communicable diseases where appropriate.

Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely, always with regard to safeguarding policy and procedures.

Communication with all relevant persons regarding student care and wellbeing; parents, teaching and other staff as appropriate.

Management of Resources

Ensure that the medical room, facilities and first aid kits throughout the school are maintained to a high standard in line with school policies and ISI regulations.

Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of medication following medication protocols.

Ensure that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records. Maintain health records / allergy reports for all pupils in the school.

To send out an initial trip form to parents of all pupils in Reception to Year 11 each September.

To provide a copy of the trip forms as appropriate, together with first-aid kit, to teachers leading external visits for Reception to Year 11 throughout the year.

JOB DESCRIPTION

Management of Resources continued

Ensure that staff accompanying trips are fully briefed on the health needs of students participating and are practised with emergency first aid procedures.

To initiate RIDDOR procedures if appropriate and report such incidents to the Deputy Head.

Training & Development of Self and Others

Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and school health related issues relevant to work in schools.

Provide training, support and advice for teachers and other staff on specific health needs / issues, e.g. use of epi-pens, diabetes care, epilepsy, allergies, substance misuse, head lice, eating disorders, self-harm and other mental health issues.

Provide training and advice in emergency first aid for staff who are not qualified in first-aid.

Other Duties and Responsibilities:

Coordination, administration and communication of school trips (and fixtures where applicable)

Ordering and procurement of resources and equipment and once approved by the Headteacher pass paperwork to the finance team after delivery has been received and checked.

Liaise with Finance regarding any finance queries, charges or payments.

Helping out with organisation of school events across the year (including some events out of school hours - tbd)

To provide first aid cover at school events, including but not limited to Sport Days, prizegiving

To support the Charities Co-ordinator with the organisation, correspondence and paperwork for charitable events.

Support the main reception team to cover duties at the front desk on a regular basis for half an hour at lunchtime and a further one hour per day.

To manage lost property for the Middle and Upper schools.

Answer incoming calls to the school, take appropriate action and prioritise as necessary.



TERMS & CONDITIONS OF APPLICATION

This is a term-time position as soon as possible

The School offers flexible pension arrangements, and fee remission on completion of probation subject to meeting admission criteria and available places.

Lunches are provided during term time at no cost and, tea, coffee and biscuits are provided at break times.

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Our APPLICATION PROCESS



1

To apply, please return a completed application form and covering letter to Mrs Funmi Obamakin, HR Officer, at f.obamakin@thorpehouse.co.uk. We would encourage early applications as we reserve the right to appoint at any time during the recruitment process.

A copy of the School's recruitment policy, safeguarding policy and privacy notice are available at www.thorpehouse.co.uk/career-opportunities



2

In the formal interview there will be questions investigating the applicant's attitude to safeguarding issues and pedagogy.



3

References of shortlisted candidates will normally be taken up prior to interview. In the interests of safeguarding and child protection, we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the application form.

Meet OUR TEAM



Mr Jake Burnett
Headteacher



Mr Sean Day
Deputy Head



Mrs Sue Jenkin
Director of Studies



Mr Simon McCallion
Head of Sixth Form

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The Thorpe Way

This core set of values defines who we are as a school; we show these qualities every day in class, out of school, and as members of the Thorpe Community. Being consistent in our approaches and attitudes will help us to be happy, hard-working and successful, so that we can all do our best and take pride in our achievements.

We are:

T: Truthful

We always:

- Show integrity in words and deeds
- Make the correct decisions, with thought and care
- Take ownership of our learning and behaviour with accountability for actions and outcomes
- Demonstrate responsibility for our actions and in what we say
- Show honesty and courage at all times

H: Helpful

We always:

- Assist those in need without being asked
- Hold doors open and step aside as necessary
- Queue up sensibly and respectfully
- Look after our school environment and keep all areas tidy
- Demonstrate we are positive role models within our community

O: Organised

We always:

- Take pride in our appearance
- Manage time, tasks and information effectively and productively, including keeping a record of homework and completing it to the best of our abilities
- Recognise when technology is a distraction and when it is appropriate (or not) to use a device
- Bring the correct equipment to class
- Plan, prioritise and take action to achieve personal goals

R: Resilient

We always:

- Demonstrate preparedness to learn and contribute to a positive environment
- Learn from our mistakes as well as taking risks
- Concentrate and remain focused in class
- Show we are ready to ask and answer questions
- Show respectful confidence and no fear of making mistakes

P: Polite

We always:

- Use language that is appropriate and respectful, remembering to use 'please' and 'thank you'
- Make eye contact and respond positively to others
- Speak clearly and appropriately, knowing that slang and profanity are never tolerated
- Show respect to classmates, students, staff and visitors both at school and offsite
- Move calmly and in an orderly way around the school

E: Empathic

We always:

- Treat others the way we wish to be treated
- Regulate emotions appropriately and carefully
- Take pride in the successes and achievements of others
- Show kindness and care for everyone in the school community
- Respect the beliefs, feelings, views and cultures of others





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let's get in touch

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