

# *Creating the Future*



**Thorpe House School**  
Gerrards Cross | est. 1923

# WELCOME



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Leading Independent school based in Gerrards Cross, Buckinghamshire.

Our Thorpians have gone on to be leaders, entrepreneurs, scholars, athletes and artists, to name but a few. Whatever the future holds for our boys aged 3-18 (plus girls in the Sixth Form), we support, challenge and empower each unique individual to explore their passions, develop their talents and fulfil their ambition.

Our new co-educational Sixth Form in the heart of Gerrards Cross, offers young men and women first class teaching with an emphasis on academic achievement, the development of key life skills, leadership and exploration, extended pastoral care, and bespoke university and careers guidance.

Kindness, compassion, respect, politeness, and resilience are all part of 'The Thorpe Way'. The School invests a high level of care and attention in every pupil and instils 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 child achieves their best. Excellent teaching, small class sizes by design and a learning environment where students are known by their teachers, guarantees the best opportunity for each pupil to fulfil his potential.

The staff are committed to providing the boys with the guidance and support their need to succeed.

# Creating the Future

## 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 marked its centenary and welcomed Year 12 pupils into its new co-educational sixth form 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 child is made to feel that they are an important member of the School, allowing their learning to flourish and an independence of thought to grow within them. The staff are committed to doing the very best for the students in their care; all pupils feel valued. Pastoral care at Thorpe House is excellent, and the students know that their teachers demonstrate concern for them and readily listen to their views.



## *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, Head of Sixth Form and Finance Manager.

## *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 students to become risk takers who can reflect upon their ideas and use them to problem solve. Thorpe House School students have well-developed personalities, are self-confident, and show consideration for others. The School strives for its students to be culturally aware, spiritually fulfilled, and content with life whilst retaining a high self-esteem and a positive regard for themselves.

# Our SECTIONS

At our Prep School, academic excellence is at the heart of a tailored curriculum from Nursery to Year 6. We combine classroom learning with practical experiences, including Forest School, swimming, games, trips, and a broad co-curricular programme. With personalised learning and a focus on wellbeing and belonging, we aim to inspire a lifelong love of learning and prepare pupils for future success.



As students transition from prep to Senior 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.

As they move through Senior School, we provide excellent teaching in a small school environment, preparing the students 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.



In the heart of Gerrards Cross, our Sixth Form offers young men and women access to first-class teaching, with an emphasis on academic achievement, the development of key skills, leadership and exploration, extended pastoral care, and bespoke university and career guidance.

## **Part-time Level 3 Nursery Practitioner at Thorpe House School**

We are looking for someone to join our friendly team on Tuesday and Wednesday afternoons from 1:00 pm to 5:30 pm, and on Fridays from 9:00 am to 5:30 pm. Visits to the school are welcomed.

**Reporting to:** Head of Prep / Deputy Head of Prep (Nursery Leader)

### **Purpose of Role**

To deliver high-quality Early Years care and education in line with the statutory requirements of the Early Years Foundation Stage (EYFS), Keeping Children Safe in Education (KCSIE), and the ethos of the school.

### **Aims**

- Comply with all statutory and school regulatory requirements.
- Provide consistently high standards of care and education for all children.
- Build and maintain positive partnerships with parents, carers and the wider school community.

### **Key Responsibilities**

- Provide high-quality EYFS provision in line with statutory requirements.
- Adapt planning, delivery and evaluation of a broad, balanced and stimulating EYFS curriculum.
- Maintain accurate records of children's progress, attendance, incidents, accidents and safeguarding concerns.
- Observe and record children's development and share feedback with parents.
- Prepare and maintain purposeful, engaging and safe indoor and outdoor learning environments.
- Ensure resources are well-organised, accessible and used effectively to promote independent learning.
- Promote inclusive practice and equal opportunities.

- Support daily routines including meals and hygiene
- Prepare breakfast and cold tea in line with food hygiene regulations.
- Provide intimate care and personal support where required, ensuring dignity and respect in accordance with policies
- Ensure safeguarding, child protection, health and safety, first aid and emergency procedures are followed rigorously
- Establish positive, professional relationships with parents and carers through effective communication and involvement
- Work collaboratively with colleagues to ensure smooth daily operations and effective handover
- Attend and contribute to nursery staff meetings and training sessions
- Undertake training as required.
- Undertake other reasonable duties as directed by the Head Teacher.

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## **Person Specification**

### **Essential Knowledge, Qualifications and Experience**

- Level 3 Early Years Educator or equivalent.
- Demonstrable experience working within a nursery setting and the EYFS framework.
- Up-to-date knowledge of statutory EYFS (2024) requirements and child development.
- Knowledge of safeguarding procedures, KCSIE 2024, Prevent Duty and British Values.
- Paediatric First Aid and Food Hygiene certificates (or willingness to obtain).

### **Skills and Competencies**

- Strong organisational and communication skills.

- Competence in observation, assessment and record-keeping.
- Competence in using digital learning and assessment platforms.
- Commitment to safeguarding and promoting the welfare of children.

## **Personal Qualities**

- Warm, approachable and nurturing with a genuine passion for Early Years education
- Reflective, resilient and proactive in problem-solving
- Collaborative team player who values partnership with parents and colleagues
- High professional standards and commitment to continuous improvement

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## **Safeguarding Statement**

Thorpe House School is committed to safeguarding and promoting the welfare of children. The post-holder will be subject to enhanced DBS checks, references, and compliance with all safeguarding procedures, including those outlined in Keeping Children Safe in Education (KCSIE 2025).

# TERMS & CONDITIONS OF APPLICATION



This is a part time, permanent position from February 2026.

The School offers many benefits such as

- 1) A generous and flexible individualised pension scheme
- 2) Excellent remuneration levels, reviewed each year
- 3) Opportunities for promotion and individualised professional development
- 4) Free, high quality catering, including lunches when the school is in session
- 5) Free on site parking
- 6) Generous fee remissions following an agreed probationary period

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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 [funmi.obamakin@thorpehouse.co.uk](mailto:funmi.obamakin@thorpehouse.co.uk). The closing date for receipt of applications is 9am on Friday, 20th February. Early applications are encouraged 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](http://www.thorpehouse.co.uk/career-opportunities)



2 Candidates will be expected to teach a lesson as part of the interview process. 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.

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any appointment made will be subject to child protection screening including checks with past employers and the Disclosure and Barring Service.

Thorpe House School is an Equal Opportunities employer.

# *Meet* OUR TEAM



**Mr Jake Burnett**  
Headteacher



**Mr Sean Day**  
Senior Deputy Head



**Mrs Paula Procopi**  
Deputy Head



**Mrs Victoria Pidwell**  
Head of Prep



**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*

Thorpe House School  
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[www.thorpehouse.co.uk](http://www.thorpehouse.co.uk)  
[@thorpehousesch](https://twitter.com/thorpehousesch)