

For January 2026

CANDIDATE INFORMATION

Graduate or Gap Student

Westbrook Hay



Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs. From September 2025 we have welcomed our first Year 9 cohort.

Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

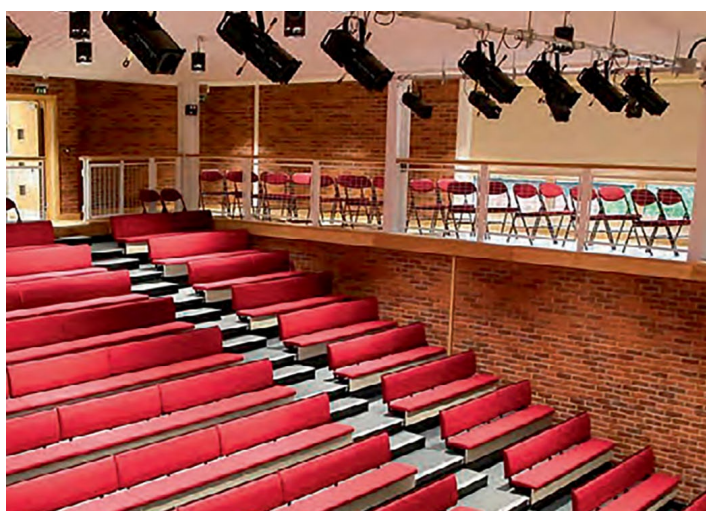
The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

We are seeking a new Graduate or Gap Student who can assist us with achieving our mission and thrive under this ethos.



Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and has very recently upgraded many of its specialist facilities. The Performing Arts Centre, added in 2016, offers

impressive provision for dance, drama and music. Our new specialist facilities include two Science Laboratories with a prep room, a refurbished and modernised DT Workshop, a new ICT suite, an extended and upgraded Art Centre, six new changing rooms, and a state-of-the-art Food Technology room. These are in addition to our Sports Hall, Swimming Pool and modern, spacious classrooms.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.

Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. Our First Year 9 cohort are now in place and thriving.



School Structure

The school is growing to form three main sections



Pre-Prep: for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.

Prep: for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.



Seniors: currently just year 7,8 and 9 this section of the school consists of approximately 85 boys and girls. Under our long term strategy we have added Upper Seniors, Years 9 to 11, with the aim of having around 40 pupils in each year group.

Academics at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where wellrounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with their learning on an individual basis.

GCSE Programme

In their time at Westbrook Hay, pupils are given the opportunity to fully explore a wide curriculum, which promotes academic rigour and curiosity. Within our GCSE Programme, our goal is to offer a diverse array of options that allows each pupil to leverage their strengths, while enjoying a broad range of experiences. English, Maths, Science and the Humanities (Geography, History and RS) form the core of our GCSE curriculum, with each pupil encouraged to take a total of nine GCSEs.

While GCSE results are important, we understand that academic success holds different meanings for different people. In a world where external pressures on young minds are prevalent, Westbrook Hay provides a supportive and nurturing atmosphere in which to take GCSEs.

Pre-Senior Baccalaureate

In Years 7 and 8 our pupils undertake their Pre-Senior Baccalaureate (PSB). As a PSB school, Westbrook Hay pupils follow an assessment model that has at its heart the development of the right attitudes, behaviours, skills and values required for children to flourish in an ever-changing world.

The six core skills of collaboration, communication, independence, leadership, reviewing & improving and thinking & learning are developed through termly enrichment days. These new world skills will equip the children for the future. As they develop and eventually go to the workplace, they will be able to think critically and communicate effectively with people from a range of different cultures.

Learning Support

Our flourishing Learning Support Department monitors and puts in place support for pupils who have an identified learning difficulty or specific need. Within the department, pupils will gain on-going and practical support which will vary and change as they grow through their time at the school.

The Head of Learning Support monitors the progress of pupils, ensuring that lessons are appropriately differentiated and that the pupils' needs are met within the classroom. A continuous cycle of monitoring and feedback means that pupils with a range of learning needs are fully supported and make excellent progress at Westbrook Hay.



Overview of the Role

The purpose of this job description is to outline the main responsibilities of a Grad/Gap Student. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Grad/Gap Student is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. They will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course

of carrying out their duties, a Grad/Gap Student becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

Grad/Gap Students are responsible to the Deputy Head Pastoral, although day to day tasks will be set by teaching staff, with whom they are expected to work closely.



Job Description

Graduate or Gap Responsibilities

- Assist staff in the effective running of lessons and the school day
 - Attend and contribute towards all relevant staff meetings and inset days
 - Attend Speech Day, Open Mornings and other relevant whole school events
 - Contribute to the breakfast, Westbrook+ and after school provision
 - Contribute towards a safe and stimulating learning environment
 - Enthusiasm for co-curricular activities, whether drama, music or sport
 - Hear children read and record their progress
 - Help to maintain tidy classroom environments and to prepare resources for lessons
 - Help to display children's work and prepare teaching displays
 - Meet the health and safety and safeguarding requirements of the school at all times
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- Participate in co-curricular school activities including clubs, day and residential trips
 - Provide teaching cover as required throughout the school
 - Undertake any reasonable additional task in respect of the needs of the school at the request of the Head or Deputy Heads.



Salary

Minimum Wage

Hours

45 hours a week

Contract type

Fixed term contract

Holidays

As per the school calendar

Reporting Manager

Emilie Loveless

Person Specification

Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

Essential: the attributes, skills, qualifications and experience that a candidate **must have** in order to be considered for the role.

Desirable: those that would **strengthen an application** but are not strictly necessary.

Advantageous: nice to have, but not a key requirement of the role.

Skills and Experience

Personal Qualities	
Able to demonstrate high levels of interpersonal skills and emotional intelligence	Essential
Patient and kind, yet determined	Essential
Loyal to the school and an embodiment of Westbrook Hay's School Values (Courage, Independence, Integrity, Reflective Learner, Responsibility and Togetherness) and its vision, mission and ethos	Essential
A lover of learning who is always willing to learn themselves	Essential
Empathetic to the plight/work of others	Essential
Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community	Essential
Professional Qualities	
Committed to putting our children first	Essential
A supporter of the Westbrook Way Charter	Essential
Courteous, discrete, professional and respectful to all, at all times	Essential
Resilient and able to recover quickly from professional setbacks	Essential
Proactive and creative when problem solving	Essential
Organised and able to meet deadlines	Essential
An excellent communicator with children, colleagues and parents	Essential
Able to work effectively in a team and independently	Essential
Confident, articulate and eager to offer ideas	Essential
Hardworking, positive and enthusiastic	Essential

Salary and Benefits

The salary will be competitive and dependent on experience.

What can we offer you?

- A fantastic team of staff to work with and be a part of
- Commitment to continuing professional development
- Enhanced Family Leave
- Cooked lunches and refreshments throughout the day provided
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'golden ticket' for assisting with an overnight event, which enables staff to apply for a half day of leave either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- The security and opportunity that comes from working in a school that is part of a charitable group of school (Mill Hill Foundation)



Application and Recruitment Process

We have 2 vacant GAP/Grad roles, one for an immediate start and one for 1st January 2026.

Key Dates

Application Deadline: 9am on Tuesday 14 October

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for a person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

APPLY

Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.



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