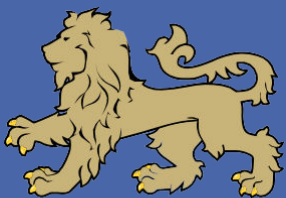




APPOINTMENT OF

GAP YEAR / GRADUATE
TEACHING ASSISTANT



HAMPTON
PRE-PREP & PREP SCHOOL

SEPTEMBER 2024 – JULY 2025
TERM TIME ONLY



HAMPTON PRE-PREP & PREP SCHOOL

Teaching girls aged 3-7 and boys aged 3-11, we offer an excellent all-round education, with superb pastoral care and exceptional teaching. At Hampton Pre-Prep & Prep School every child is recognised as a unique individual and allowed to flourish in a nurturing, lively and happy environment.

Hampton Pre-Prep & Prep School is a selective, independent day school for approximately 230 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road, and the style of the property helps to create a secure and homely feeling for the children in this early, yet, formative stage of their schooling. The Prep, on Gloucester Road, has been completely rebuilt and opened in February 2016.

Our core function is to provide an excellent all-round education. We want our pupils to make excellent progress that results in superb achievements whilst they are with us. We want them to transfer happily and successfully to their next school.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other.

We welcome pupils of all cultures and backgrounds. We nurture a community where safety, respect and trust are paramount. We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school we are not obliged to teach the National Curriculum, however, much of what we do is heavily based upon it. We have the privileged freedom to enhance our curriculum offer as we see fit. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift and, how this affects all spheres of school life. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of progress they know they have made however large or small by the end of it.



GAP YEAR / GRADUATE TEACHING ASSISTANT

This is an exciting opportunity for a positive and dynamic individual who shares our vision and aspirations that every child succeeds.

We are looking to recruit willing, able and highly adaptable individuals who would relish this post for up to a year.

The role of a Gap Year/Graduate Teaching Assistant will be to support teaching staff in lessons, support staff in the School Office and the Head of Games and PE in coaching a range of sports, or other Heads of Department as required.

It is also expected that Gap Year/Graduate Teaching Assistants will be willing to contribute to the School's Co-curricular programme, including attendance on residential visits during term-time, if required.

Other duties or responsibilities within the School may be requested to provide breadth to the role of Gap Year/Graduate Teaching Assistant.

Salary

This is a paid position over 11 months from September 2024 to July 2025 and will be remunerated in line with relevant skills and experience.

You will be paid in equal monthly payments, in arrears. Payment will be made on the 25th of the month or the next working day thereafter by credit transfer into a bank, building society or other account of your choice.

Hours

35 hours a week (plus 1 hour unpaid break per day) Monday - Friday, term time only. Please note the unpaid hour will usually be taken in 2-3 shorter slots per day.

The exact working pattern will be discussed in detail with the successful candidates.



KEY RESPONSIBILITIES

The list of duties below goes some way towards describing a 'day in the life of' a Gap Year/Graduate Teaching Assistant, but is by no means exhaustive. Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.

Classroom Assistant

- To support pupils' learning in the classroom
- Morning break and lunch duties/playground supervision
- To assist teaching staff in preparing teaching material for lessons
- To assist with and attend school assemblies.

Departmental Support

- To play an active part in promoting the School's main sports (football, rugby and cricket)
- To support the Head of Games and PE and other sports staff in the setting up of lessons and co-ordinating warm ups
- To have responsibility for closing down lessons and ensuring equipment is put away
- To have shared responsibility for all Games/PE stores, ensuring they are kept tidy and ready for the next user
- To assist in the day-to-day maintenance of sporting equipment and inform the Head of Games and PE of any problems
- Opportunities within other departments also exist for those wishing to gain wider experience in developing their own talents and interests, eg, music, drama and art.

Co-curricular Activities

- Accompanying/supporting teaching staff on residential trips (Years 3 -6)
- Overseeing Co-curricular and end of day registers
- Supporting teaching staff in the running of after-school clubs
- Escorting pupils to/from 'Late Stay'
- Assisting with 'bus' boys, transporting them from/to Hampton School
- Supporting the work of the Junior Safety Officers.

Administrative Support

- To assist with administrative functions in the School Office
- To assist with the production of printed material for school events, eg, sports day, concerts, school productions.

School Magazine

For an additional enhancement to the advertised salary, there is also the possibility of becoming Editor of our School Magazine, currently produced in three instalments (one per term) throughout the year. Full production/desk top publishing support is provided by our professional design team and editorial support is provided by senior colleagues. This is a fantastic opportunity to lead on a critically important aspect of school life and a way to really make a mark at our School. Please indicate your specific interest in this aspect of the role in your letter of application, if relevant. There is some enhanced remuneration available for this particular responsibility.



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

Essential Criteria:

Qualifications

- A range of good grades at GCSE and A Level
- An interest in entering the teaching profession A graduate with a degree and experience in areas relevant to a potential career in teaching.

Subject Interests

- A high level of participation in at least one sport or in other areas such as music, drama and art.

Pastoral and Co-curricular Duties

- Commitment to a full, busy day/school life
- A professional, yet caring and compassionate approach to dealing with children
- Willingness to be involved in the Co-curriculum.

Particular Skills and Aptitudes

- Conscientiousness, enthusiasm and an ability to work as part of a team or independently on initiative
- Good interpersonal, communications and organisational skills
- Ability to deal sensitively with children and build a rapport with them
- Ability to maintain the ethos of the School
- A positive attitude towards professional development and their own learning
- Commitment to involvement in wider school life
- A sense of humour.

- Loyal, approachable, efficient, enthusiastic, conscientious and hard working
- Reliable, courteous, calm and articulate
- Ability to prioritise and multi-task
- Good time-keeping and smart appearance
- Excellent attention to detail
- Excellent ICT skills.

Desirable Criteria:

- An interest in entering the teaching profession
- A graduate with a degree and experience in areas relevant to a potential career in teaching
- Coaching experience and/or current playing experience in at least one sport
- Experience of drama productions
- Experience of one or more musical instruments
- Interest in Art/DT
- Pastoral experience or leadership within school life.

Other Requirements

- Satisfactory Enhanced DBS (which we will obtain for you if required)
- Two satisfactory references (which we will obtain for you if required)
- Suitable to work with children
- Able to be flexible with working hours should the need arise.



EQUAL OPPORTUNITIES

It is the policy of Hampton Pre-Prep & Prep School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



For any questions about the role please contact the HR Team on recruitment@hamptonschool.org.uk or call **020 8979 5526**

Further details about the post and information on how to apply is available on the School website 'Work with Us' page.

The School reserves the right to offer the post at any stage in the appointment process.

Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

www.hamptonprep.org.uk