



APPOINTMENT OF A



GAP YEAR / GRADUATE TEACHING ASSISTANT WITH SPORT

SEPTEMBER 2025 – JULY 2026

TERM TIME ONLY



HAMPTON PRE-PREP & PREP SCHOOL

At Hampton Pre-Prep & Prep School, we are proud to provide a truly nurturing and vibrant environment where every child is celebrated as an individual. Teaching girls aged 3-7 and boys aged 3-11, life and work at our School goes beyond academics, focusing equally on developing exceptional teaching and providing heartfelt pastoral care. Our aim is to ensure that each child feels valued, supported, and inspired to grow in confidence, curiosity, and character during these vital early years of their education.

Hampton Pre-Prep & Prep School is a successful and heavily over-subscribed academically selective independent day school set across two sites. The Pre-Prep is located in charming Edwardian buildings on Wensleydale Road, while the Prep, a state-of-the-art facility opened in 2016, is located on Gloucester Road.

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 an inclusive and highly diverse community where safety, respect and trust are paramount and we want our pupils to transfer happily and successfully to their next school.

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, it is within our gift to teach a bespoke curriculum which we have therefore designed to inspire very bright young minds. As a school reflective of its practice, we work hard to ensure we always make the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it. The days pass swiftly here and, naturally, include a huge amount of fun!



GAP YEAR / GRADUATE TEACHING ASSISTANT

This is a fabulous 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 PE and Sport 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 2025 to July 2026 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 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.

Sports Department Support

- To play an active part in promoting the School's main sports (football, rugby, and cricket)
- To be responsible for the setup of Sports lessons.
- To support the Head of PE and Sport and other sports staff in coaching pupils in Sports lessons
- To referee matches at home and support pupils in away matches
- To have responsibility for closing lessons and ensuring equipment is put away
- To have shared responsibility for all Sports/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 PE and Sport of any problems

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

Subject Interests

- A high level of participation in at least one sport.

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.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.
- *Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive. However, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.*

TRAINING

- Where necessary, to undergo on the job training under the general direction of the Head of Pre-Prep to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

HOURS AND SALARY

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

The role is for 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.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.



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.



HAMPTON

PRE-PREP & PREP SCHOOL

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

www.hamptonprep.org.uk