



RUPERT  HOUSE

HENLEY - ON - THAMES

Gap Student

*Candidate Pack*

## Rupert House

Rupert House is a happy and high-achieving independent Pre-Prep and Prep School for boys and girls aged 3-11 years. We stand proudly at the heart of the beautiful riverside town of Henley-on-Thames. From the moment that children enter our care they are encouraged to adopt a Growth Mindset learning the values of creativity, respect, courage and resilience that will enable them to stand tall in the world.

In addition to our own Sports Facilities, at Rupert House we are fortunate to be surrounded by a wealth of fantastic facilities with which we have built strong ties and collaborations. From the Rowing Club to the Rugby club, the local churches to the Kenton Theatre, the swimming pools to the Cricket Club, our provision extends way beyond our school buildings and grounds.

## The Opportunity

Rupert House School is seeking GAP students to join our team. In this role you will enrich the learning experience for pupils and help with the day to day running of the School.

We are looking for a dynamic and enthusiastic person to join our passionate team of support staff. You will be committed to ensuring every child reaches their potential through your child-centred approach, and you will be proactive in seeking self-development whilst also working effectively within a team. In addition to this you will provide effective pastoral care, meeting the individual physical and emotional needs of the children.

You will benefit from an opportunity to gain work experience where high standards are expected in everything we do. You will gain an insight into the teaching profession and get involved in a huge variety of experiences across the school.

For further information, please read the full job description below.

**Reporting to:** Mrs Fletcher (Deputy Head Academic) & M Nicholson (Director of Sport)

**It is the post holders 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 with. You will adhere to and ensure compliance with the school's Safeguarding and Staff Behaviour Policies 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 Headmaster or Designated Safeguarding Lead.**

## Wishford Education

In March 2024, Rupert House joined Wishford Education, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire, Oxfordshire and Kent. Schools work closely with the group's senior leaders to define strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information about Wishford, go to [wishford.co.uk](http://wishford.co.uk)

## Hours, Salary and Benefits

Hours: Fixed Term Contract. Term Time Only. 40 hours per week.

Summer Term 26 - 22/04/26 - 03/07/26 - including half term

Salary: £16,606 - £19,536 pa, age dependent and pro rata

Benefits:

- Employer pension 5%
- Shopping discount card
- Complementary lunch
- Paid holidays + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- On site parking

## Application & Key Information

We reserve the right to close applications early due to high application numbers, so early application is encouraged.

Interviews will be held as applications are received. Start dates for the role are in line with the term dates listed below.

You can complete The Group's Application Form, which can be found on the Rupert House Careers Page - [link here](#).

Completed forms are to be returned to [wendy.emslie@ruperthouse.co.uk](mailto:wendy.emslie@ruperthouse.co.uk)

Please get in contact if you need assistance completing an application form, or require an adjustment for the application or interview process.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



## Job Description

You will be given a timetable, which will assign you to specific teachers/year groups. This might, however, change with time depending on how the work progresses.

You will be required to work each day the school is open, during the INSET days in advance of the start of term and, potentially, also 1 day after the autumn and spring terms have finished and 2 days after the summer term has finished.

### General Duties:

- Assisting at lunch tables
- Break duties – including organising and leading games for boys and girls
- Working with individuals or small groups of children to give them extra support
- Helping to hear readers
- Photocopying, laminating, assisting with display work, general office/administrative help
- General classroom help
- General administration duties for School Secretary/Registrar and Teachers
- Assisting with educational trips & visits, possibly including those of a residential nature
- Assisting with additional evening and weekend school activities, as required
- Assisting with parents evenings

### PE Department:

- Assisting PE staff & supporting PE lessons
- Setting up and tidying away PE equipment, as directed

### Games Department:

- Walking children to and from the Games pitches & Rugby ground
- Helping with Games activities and with after school sports clubs
- Assisting with boys' and girls' games sessions
- Attending and helping with sports matches
- Supporting Games department administration

This list is not exhaustive, and you would be expected to carry out any other reasonable duties you are asked to undertake.

## Personal Specification

The successful candidate will:

- Be enthusiastic about working with and inspiring children in all areas of school life
- Be a good team player
- Be an enthusiastic sportsperson and passionate about the role of sport in the School
- Be a capable and confident communicator
- Have the sporting knowledge, experience and willingness to lead games and activities for boys and girls at breaktimes and during Games sessions. This will specifically include: football, rugby, cricket, netball and hockey - depending on experience

In addition, they will have:

- A genuine commitment to the wellbeing and pastoral care of children
- The ability to inspire others and lead by example
- Excellent inter-personal skills
- Excellent planning, administrative, organisational and IT skills
- A commitment to making sport fun for all children at Rupert House
- Other interests and hobbies that it may be appropriate to utilise in school
- Experience of managing children and assisting with younger sportspeople
- An understanding of the importance of Safeguarding within an Educational context

## 25/26 Term Dates

### Autumn Term 25

03/09/25 - 12/12/25 - including half term

### Spring Term 26

7/01/26 - 27/03/26 - including half term

### Summer Term 26

22/04/26 - 03/07/26 - including half term