



HENLEY - ON - THAMES



Teaching and Aftercare Assistant

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.

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

The Opportunity

Rupert House School is seeking a Teaching and Aftercare Assistant, to work within the classroom during the school day and to supervise wraparound care in the afternoons, and to encourage and support children. This role plays a crucial role in supporting both teachers and children. The successful candidates will be based in the Pre-Prep.

Reports to: Mrs Susie Newman, Head of Pre-Prep.

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head.

Application & Key Information

Application deadline is 9am Monday 19th May 2025. We reserve the right to close applications early due to high application numbers, so early application is encouraged.

The role will commence in 1st September 25.

When applying to the role, please use TES - [link here](#).

Alternatively, 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 office@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.

Hours, Salary and Benefits

Hours: Permanent role, 10am - 6pm. 40 hours per week, term time only with the option to work extra hours in holiday club when the school is closed for the holidays.

Teaching Assistant Hours: 10am - 3:30pm

Aftercare Assistant Hours: 3:45pm - 6pm

Breaktime: 1 hour (30mins lunch break and two 15 min tea breaks)

Salary: Based on experience and qualifications

Benefits:

- Employer pension 5%
- Shopping discounts
- Means tested staff discount
- Complementary lunch
- Paid holidays + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- On site parking

Job Description

- Assisting lessons in a KS1 classroom, promoting children's social and emotional development
- Classroom preparation, such as photocopying and laminating
- Prepare and present displays of children's work with minimal supervision
- Taking one-to-one or small group interventions
- Listening to children read
- Helping to staff playtime duties
- Accompanying school outings and/or residential trips
- Participate in INSET and other training, other learning activities and performance development as required
- To be willing to offer skills and interests for the benefit of the School (e.g. joining the school orchestra or choirs and support with drama productions)
- To support, encourage and motivate pupils in all areas of school life
- Contribute to the planning and evaluation of learning activities and report to the class teacher as agreed
- Assistance with other duties, as required

Personal Specification

- A caring and sympathetic person who will enjoy working with children across the pre-prep school.
- A committed, charismatic, reliable role model.
- A sense of humour, adaptability and a love of being with children are paramount.
- Pastoral care is a strong feature of life at Rupert House and all staff are expected to contribute to this by creating a warm and caring environment for all.
- A team player who is willing and keen to support their colleagues and to cover where reasonably asked to do so.
- Good organisational and time-keeping skills are of key importance.

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.