



High March

ASSISTANT TUTOR

CANDIDATE PACK

NDNESS AND FRIENDS



Job Description

High March School are seeking a school leaver or university student who is interested in pursuing a career in teaching or working with children. The year will be spent assisting both teaching and administrative staff and therefore will be highly informative for someone who is considering teaching as a career.

Key Responsibilities:

- Set an example to encourage the children to have high expectations of themselves
- Maintain a lively enthusiasm for the role, help promote high morale and the good name and reputation of the school
- Be vigilant at all times for the general welfare of the children

Reports to: Head of Upper School, Deputy Heads and the Headmistress

Hours, Salary & Benefits

Hours: Monday, 7:50am to 6pm, Tuesday to Friday 7:50am to 5:30pm

Term time only position, but expected to work a full week at the beginning and end of each term. Annualised fixed term contract, Sept 25 - July 26

Salary: £16,720.00

Benefits:

- 5% employer pension
- Cycle to work scheme and shopping discounts
- Personal accident cover at work
- Means tested staff discount
- Complimentary lunch
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- On site parking where possible
- Access to the Swimming Pool, out of school hours

How to Apply

All applications need to be made using an application form, which can be found on our [careers page](#).

You can also apply via TES - [link here](#).

Interviews will be arranged as applications arrive, so prompt application is encouraged. We reserve the right to close the vacancy early due to high application numbers.

Commencement date: September 2025

Important Information & Contact Details

If you need assistance for the role, applying or have further questions please contact Mrs Tanya Crockford on tcrockford@highmarch.co.uk

Wishford Education and High March School are 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.

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.



Main Responsibilities

- Early morning duty, supervising children from 8:00-8:30am.
- Working with individuals or groups of children, (mainly in Maths and English).
- Assisting in swimming and games lessons.
- Attending the termly school trips.
- Attending residential trips.
- Administrative tasks, filing, photocopying, telephone, typing, putting up notices.
- Putting up classroom displays.
- Some weekends when the school is hosting a special event, e.g. Christmas Fayre, the Art Exhibition or school events such as Sports Day.
- Attending and helping with Parents' Evenings.
- Working as a Classroom Assistant in Key Stage Two.
- Supervising children waiting for an after-school club.
- Supervision in the library.
- Collating absences and giving information to and passing information from the School Office.
- Greeting visitors and attending to reception when not in lessons.
- Delivering post to teachers and classrooms.
- A break or lunch duty most days.
- Attending school events that take place at the weekend.
- Limited attendance in the school holidays.
- Although mainly based at Upper School (Key Stage 2), if needed the applicant must be willing to perform different roles at Junior House (Key Stage 1 and the Foundation Stage) if and when necessary.

Person Specification

Qualifications and experience required:

- GCSE English and Mathematics
- A Levels or equivalent
- General knowledge of ICT skills, such as Microsoft Office.
- Good communication skills.
- Good organisational skills.
- Ability to be flexible

Other skills required:

- Ability to take a swimming Life Saving qualification and a proficient swimmer

Personal Qualities:

- Positive and forward thinking
- Efficient
- High standards and expectations
- Ability to work in a team
- Lots of energy

Upcoming School Events

- Annual Art Exhibition in May
- Sports Day in June
- Christmas Fayre in November or December



High March School

High March is a vibrant, non-selective independent day school for girls aged from 3 to 11 in Beaconsfield, Buckinghamshire. Facilities include a state of the art 20 meter indoor, heated swimming pool, a well-equipped Gymnasium as well as specialist Science, Music, Art and Design and Technology and Drama suites. The happiness of our pupils is paramount at High March as we believe that this underpins every aspect of their daily lives. A happy child who feels valued will thrive and learn.

For more information about High March School, go to highmarch.co.uk

Wishford Education

In November 2024, High March school joined Wishford Education, a group of high-performing schools in Wiltshire, Gloucestershire, Buckinghamshire, 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

Letter from Kate Gater, Headmistress

High March is a thriving mixed-ability preparatory day-school for girls aged 3 to 11 with a co-educational Nursery. Our pupils come mainly from the local area with many families moving to Beaconsfield from London. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Class sizes are small with a maximum class size of 20 pupils.

Academic expectations are high and pupils at the School make superb progress. Our pupils are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. We also have an excellent record in the Bucks County 11+ Transfer Tests.

Music, Art, Drama and Sport are all highly valued at the School with specialist teachers, and excellent facilities.

High March is a happy School where dedicated and caring staff are appreciated and valued. If this sounds like a school of which you would like to be a part, I hope you decide to make an application.

Kind regards,

Mrs Kate Gater
Headmistress