



Newland House
School



Job Application Pack

Gap Student

Closing Date for Applications: 23 June 2025



OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.

In our most recent ISI inspection, we were found to be EXCELLENT in all areas (2022).





SUMMARY OF **THE ROLE**

The School is seeking two enthusiastic and motivated gap year students with keen interest in the area of sports to support the PE department in the games sessions along with supporting the Wrap Around Care team during breakfast club. This role is ideal for someone taking a structured break before university or further education and looking to gain valuable work experience, develop key skills, and contribute meaningfully in a professional environment.

The posts will mainly involve working as a member of the Sports department and in particular supporting either the Director or Deputy Director of Sport. The School's main aim is to provide a curriculum that is broad and balanced, covering the academic, artistic and physical elements that are crucial for the development of the whole child.

This role is a great opportunity for those who are planning a career working with young people and who need experience to get their first job or get onto a course. You can prepare for a career working with children and demonstrate the impact you can have on their lives. It is a one-year post which gives you an insight into a range of roles on offer in schools. You will help with administrative work, lunch duties, sports arrangements, lessons and matches. You will learn to plan, organise, support, extend and enrich the lives of children and be a reliable team player and will work with children in all age ranges from the Nursery to Prep. The Gap student will start the day with Breakfast Club which operates daily from 7.30 am but this is an additional part of the role and is flexible. You may need to work occasional evenings and weekends to support fixtures.



FURTHER DETAILS

Application closes: 12.00 noon on Monday 23 June 2025

Interviews: week commencing 23 June 2025

Employment Start Date: 1 September 2025

Salary: £14,000 p.a. or £16,000 p.a. if also work in Wrap Around Care (WAC) each morning

Contract type: Full-time, 1 year fixed-term (2025-26 academic year)

Contract term: Term-time only (33 weeks)

We welcome early applications and reserve the right to interview and make an appointment prior to the closing date.

JOB DESCRIPTION

Main duties and responsibilities

Responsibilities relating to leading teaching and learning

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Shadow Director of Sport/Deputy Director of Sport's timetable.
- Assist with PE lessons – Prep, Pre-Prep and Nursery.
- Games – Monday, Tuesday, Wednesday, Thursday, Friday and some Saturday mornings.
- In-charge of 'reserves' when a match is being played.
- Assist with the swimming bus; swimming club and school galas and Sports Days.
- Assist with playground duties when necessary.
- Assist with wet break supervision when necessary.
- Supervision of pupils in changing rooms.
- Assist on educational visits.
- Be responsible for a team.
- Keep notice boards, changing rooms and equipment storage areas tidy.
- Attend residential leavers' trip.
- Supervise breakfast club.
- No teaching of academic subjects required.
- Undertake such other appropriate duties as may be required from time to time.

Pastoral Duties:

- Promoting and safeguarding the welfare of the pupils.
- Promoting the general progress and well-being of individual pupils.
- Encouraging pupils' participation in other aspects of school life such as extra-curricular programme.
- Being vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti-Bullying Policy.
- Maintaining a constant awareness of all issues relating to child protection.
- Alerting staff members to problems experienced by pupils and those concerned with the welfare of individual pupils after consultation with the appropriate staff.
- Maintaining good behaviour amongst pupils.
- Looking after pupil's health and safety.

JOB DESCRIPTION

cont.

Main duties and responsibilities

Other Duties:

- Adhering to the school's Code of Conduct Policy.
- Supporting whole school events as necessary/expected.
- Attending /completing all mandatory training.
- Attending departmental meetings as advised by the Head of Department.
- Undertaking such other comparable duties as the Head requires from time to time.

You will be accountable to the Director and/or Deputy Director of Sport. The post advertised will involve the applicant working as a team member chiefly in the Games Department.



THE CANDIDATE

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Qualifications

- No particular qualifications are required but good GCSEs, a keen interest in Sport and working with children are all essential.

Experience

- No prior experience necessary, however any extracurricular involvement (e.g. school council/Duke of Edinburgh/clubs), volunteering or work experience will be considered an advantage and may demonstrate valuable transferable skills such as teamwork, communication, and reliability.

Skills

- Good verbal and written communication skills.
- Basic IT literacy (e.g. use of Microsoft Word, Excel, email).
- Ability to manage time effectively and prioritise tasks.
- Teamwork and collaboration skills.
- Ability to follow instructions and complete tasks independently.

Knowledge

- Awareness of appropriate professional behaviour within a school environment, including safeguarding and child protection responsibilities.
- Basic understanding of how schools operate and the importance of supporting both staff and students.
- Willingness to learn about the school's values, policies, and procedures.
- Understanding of the importance of confidentiality and respectful communication in an educational setting.
- Interest in supporting children and young people in their learning and development.

Personal competencies and qualities

- Enthusiastic and motivated, with a strong desire to gain experience and develop skills.
- Reliable, punctual, and committed to agreed responsibilities.
- Willing to take initiative and respond positively to feedback.
- Friendly, approachable, and respectful towards others.
- Adaptable and open to new challenges.
- Flexibility and ability to work well with the job-share partner.

THE **CANDIDATE**

cont.

Candidates should aim to address most of the above criteria in their application form, making reference to any relevant school, volunteering, or extracurricular experience where applicable. We understand that gap year applicants may not meet all of the listed requirements, but we welcome enthusiasm, a willingness to learn, and a genuine interest in working in an educational environment. The interview will also include questions relating to safeguarding and promoting the welfare of children, in line with the school's safeguarding policies. This is a valuable opportunity for gap year students seeking meaningful, hands-on experience in a school setting.

WHAT WILL **WE OFFER**

- Hands-on experience in a supportive and professional setting.
- Opportunities for training and skill development.
- Insight into the education sector for future career planning.
- A reference for future employment or university applications.



WHY WORK AT NEWLAND HOUSE SCHOOL

Generous pay and allowances – based on skills and experience.

Pension – both teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

Longer holidays – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

Staff fee remission – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

Enhanced sick and maternity/paternity pay

Flexible and generous time off work policy – special leave, time off for dependents and appointments.

Lunches and refreshments – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

Flexible working options – job share and part-time.

Cycle to work scheme – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Career personal development – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

Continuous appraisal process – to ensure staff get regular feedback.

iPads – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

Staff social committee – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

Staff reps forum – an opportunity to get your voice heard.



Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.



CONDITIONS OF EMPLOYMENT

This role amounts to regulated activity with children.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.



HOW TO **APPLY**

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to the HR Manager by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact HR Manager, Ashlesha Sarang-Patel via email on asarang-patel@newlandhouse.net