

GAP YEAR ASSISTANT

FROM SEPTEMBER 2025 TO JULY 2026

GAP YEAR ASSISTANT

Kew College Prep is an independent co-educational pre-prep and prep school for children aged 3 to 11. Based in Kew, West London, it is a friendly and family-orientated school which aims to prepare pupils for the modern world: balancing academic and pastoral care with creativity, exploration, and community.

We are looking to appoint a Gap Year Assistant for a term-time only contract working 40 hours a week, to provide various support around the school for the academic year 2025/2026. This is a fixed term role and term time plus INSETs only. The contracted hours are 8.00am – 4.30pm each day with half an hour for lunch. Also, the Gap Year Assistant will be expected to staff the school breakfast club from 7.30am, for which they will be paid extra.

Benefits:

- A competitive salary
- Defined Contribution Pension Scheme available
- Employee Assistance Programme
- Cycle to Work Scheme

Responsibilities will include: -

- Assisting with Games/PE as directed by the Deputy Head and Head of Sport
- Assisting teaching staff with classroom activities
- Supervising pupils to ensure that the learning objectives set by the teacher are achieved
- Providing administrative support, which may include liaising with parents
- Supervising pupils before school, during breaks, lunch and at other times as required.
- Accompanying pupils and staff on educational visits
- Carrying out any other reasonable requests in line with the needs of the school
- Attending and assisting with assemblies and productions
- Attending staff meetings and liaising and co-operating with colleagues
- Attending INSET and other training organised by the school to provide a consistent approach to teaching and learning
- Covering for absent colleagues when required
- Ensuring the safety and well-being of children and young people at the school by adhering to and complying with the School's Safeguarding including Child Protection Policy and Procedures at all times
- Adhering, at all times, to Health and Safety legislation and all school policies and procedures
- Staffing the Breakfast Club most days of the week

The ideal candidate will: -

- Enjoy working with young children
- Be energetic and engaged
- Be a positive role model, demonstrating the positive attitudes, values, behaviour that are expected of pupils
- Be organised and focused
- Be flexible in their approach
- Be smart in appearance
- Be educated to A level standard or equivalent
- Some previous work with children and/or sport will be an advantage
- Have good IT skills
- Have an excellent command of the English language and good communication skills, both written and spoken

Kew College Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS). Overseas police checks will be also required if the candidate has lived in a country other than the UK for a period of 3 months or more in the last 10 years. Kew College Prep is an equal opportunities employer.