



Elstree School

Woolhampton, Reading, Berkshire
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Candidate information pack for the position of
Resident Graduate Assistant 2026/2027
For one academic year from September 2026



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Welcome

Thank you for your interest in our Resident Graduate Assistant role at Elstree Preparatory School. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 2-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers full, weekly and flexi boarding from Year 4 onwards.

About the school

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.



School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

Boarding

We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, Scalextric and board games to judo and touch rugby and many more.





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Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.



Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





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Job Description - Resident Graduate Assistant – Academic Year 2026/2027

Appointed by and reporting to: The Senior Deputy Head

This is an exciting opportunity for a talented, well-qualified and inspiring Graduate to join the Common Room at Elstree on a fixed term contract for one academic year. The current teaching syllabus leads towards Common Entrance papers and scholarships in many subjects, and Elstree is proud of its academic reputation and family values. Our Resident Graduate Assistant placements provide a platform for various career progression paths. At the end of the academic year, you will have achieved positive results both personally and professionally and you will have developed cross-curricular skills and experience of considerable value – particularly if you decide to continue your career in teaching.

Resident Graduates Assistants must be willing to immerse themselves in all aspects of school life. The ability and willingness to become involved in the sporting, extra-curricular and pastoral life of this busy co-educational boarding school will be expected.

If you have a particular talent or specialism (such as Art, DT, Languages, Music, Science, Maths, Drama) that you would like to tell us about and explore during your residency, we would love to hear all about it!

Teaching Support

- Listening to children read
- Assisting children who need extra support or extensions to complete tasks
- Supporting the class and specialist teachers to plan learning activities and next steps
- Observing children and collecting evidence within the school to complete records
- Supporting teachers in managing class behaviour
- Escorting the class, taking them to and from specialist lessons
- Supervising group activities
- Clearing away materials and equipment after lessons
- Taking an active part in supporting school outings and sports events
- Accurately completing administrative tasks which may include the preparation of resources, photocopying and giving support in lessons
- Assisting with supervisory duties, on a rotational basis
- Supervising a group of children at lunch, encouraging a healthy diet and good table manners
- Support the supervision of prep on an agreed number of evenings
- Assist with morning or afternoon registration if required
- Work with the Director of Sport to assist with the full range of games coaching or other outdoor activities, including team practice matches or hobbies/activities
- Contribute to the lunchtime/afternoon/evening and weekend activities programme by contributing to or running an agreed number of activities each week. These are usually agreed with the Head of Co-Curricular/Head of Outdoor Learning

Boarding Support

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- To assist with the pastoral care of the boarders and to be available to help in all areas of the boarding house.
- To ensure that the children understand the aims, objectives and principles on which community and boarding life is based.
- Assist with bed-put and wake up on the landings, ensuring that children go to bed at appropriate times and to help maintain a restful atmosphere at quiet time, as well as after lights out
- To encourage smart appearance, high standards of personal hygiene, good manners and consideration for others



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- To assist with the organisation and implementation of activities on weekend afternoons and some evenings in consultation with the Head of Boarding.
- To support the Boarding Team in the Dining Hall eating breakfast and supper with the children, as required

Wider responsibilities

- Undertake all training as and when required including attendance at training days and staff INSET
- To attend staff briefings, INSET and staff meetings as required
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff
- To contribute positively with the team
- Assist in the implementation of the aims of the school, which are based upon developing each pupil's natural ability to the full, and to support the Christian ethos of the School
- Play as full a part as possible in the life of a busy boarding school, such as undertaking a contribution to the extra-curricular life of the school (as reasonably required by the Senior Deputy Headmaster)

Other

The above is only an outline of the tasks and responsibilities of the role. You will carry out any other duties as may be reasonably required by your line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and school. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

You will be required to comply with all policies and procedures issued by and on behalf of the school and will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. You will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is your responsibility to promote and safeguard the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of your employment, you may have access to, see or hear information of a confidential nature and you will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

You must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the school and colleagues in complying with Health and Safety obligations to maintain a safe environment.



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Person Specification

Education and Qualifications	Essential	Desirable
Good honours graduate	✓	
Commitment to personal/professional development	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Good communication skills	✓	
Excellent role model for staff and pupils	✓	
Ability to generate ideas and drive initiatives	✓	
School Ethos, Values and Aims	Essential	Desirable
Fully supports Elstree's ethos and aims and family atmosphere	✓	
Supportive of Elstree's Christian values and character	✓	
Commitment to the safeguarding and protection of children	✓	
A commitment to the whole life of a busy boarding community		✓
Personal Qualities	Essential	Desirable
High expectations of pupils and colleagues	✓	
Highly motivated and able to motivate and inspire pupils	✓	
Enthusiastic and committed	✓	
A passion for working with young people	✓	
Open mindedness	✓	
A forward-thinking approach	✓	
Excellent interpersonal skills, shows empathy, compassion and kindness	✓	
Ability to be reflective and self-critical	✓	
Well organised with good time management skills	✓	
Display calmness under pressure	✓	
Charismatic - having 'a presence'		✓





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Hours of work

Hours of work are term time only, Monday to Saturday, 8.00am – 6.00pm. In addition, you will be required carry out one dorm/landing duty from 6.30pm – 9.30pm per week including running a boarder's club from 6:30pm – 7:30pm along with one supper and boarder's club night from 6.00pm – 7.30pm. As part of the boarding team, our resident staff also undertake an allocation of the 'Big Weekend' duties which consist of a 4-hour duty slot on either Saturday evening or Sunday morning. In addition, you will be given one half day off during the week.

You will receive 20 days' annual leave (pro-rated in your first year, depending on when you join us) plus Bank Holidays (5.6 weeks in total). You should take your holidays during the school holiday period. You will be required to work three days before the start of a new term in order to attend INSET training days and fulfil any duties at the end of term as discussed with the Headmaster.

Probationary period: 6 months.

Salary

According to experience, to be discussed at interview.

How to Apply

If you would like be a Resident Graduate Assistant at Elstree, please complete an application form which is available on our website, [Job Vacancies - Elstree School](#) or from our HR department and send it to apply@elstreeschool.org.uk. Application forms are available from our HR Department or on our website. Please note that CVs will not be accepted for this post. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school.

You are welcome to come and visit our school, please call or email Rachel Pither, Head of HR rpither@elstreeschool.org.uk (0118 971 3302) to arrange an informal tour or for more information about the post.

Closing date for this post: 9am on Friday 30th January 2026. If we can be of further help, please do not hesitate to contact us.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.