



HATHEROP CASTLE
PREP SCHOOL & NURSERY

1:1 TEACHING ASSISTANT

CANDIDATE PACK

Start date: April 2026

THE OPPORTUNITY

The opportunity has arisen for an enthusiastic Teaching Assistant to work on a one-to-one basis with a pupil in KS3, joining our highly regarded co-ed day and boarding prep school and nursery, located in the heart of the Cotswolds. The school is part of the Wishford Education Group.

Candidates are sought who have experience of working and supporting children in a school setting with their academic learning. The position is suitable for teachers and/or teaching assistants.

A full job description and person specification can be found below.

HOURS, SALARY & BENEFITS

Position: Fixed term contract, term time only. 30 hours per week. 20th April 2026 - 3rd July 2026

Salary: £16,000 - £17,000 pa

Additional Benefits:

- Pro-Rata fee remission up to 50% (means tested)
- Pension contribution
- Complementary lunches and snacks cooked on site by our inhouse chefs
- Access to a 24/7 Employee assistance programme that offers lifestyle advice and well-being services
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools
- Personal accident at work cover

THE SCHOOL

Hatherop Castle School is situated in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful, landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

For more information on Hatherop Castle School, see page 6 of this pack or please visit: www.hatheropcastle.co.uk

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the Wishford Education application form, which can be **found on TES**.

If you have any issues with this, please contact recruitment@hatheropcastle.co.uk for a written application form.

Due to the requirement for an April 2026 start: Applications will be considered on receipt, and candidates will be contacted for an interview when suitable applications have been received.

We reserve the right to interview at any point during the recruitment process and appoint prior to the application closing date, so early applications are encouraged.

If you have any queries about the role, or need any assistance with your application, please email Gemma Rodgers on gemma.rodgerson@hatheropcastle.co.uk

Hatherop Castle School 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.

Wishford Education is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.



JOB DESCRIPTION

Responsible to: Headmaster, Deputy Head and SENCo

- To promote and safeguard the welfare of all pupils, maintaining a constant awareness of all issues relating to child protection and safeguarding.
- To abide by the staff code of conduct.
- To work closely with the teachers regarding termly and weekly planning, and with other staff to ensure there is continuity and progression for the pupil.
- To attend weekly planning meetings with year group staff and weekly staff meetings (in accordance with the published schedule).
- To support the teachers in ensuring the pupils' abilities are catered for by well-resourced and planned, differentiated activities.
- To share the responsibility for pastoral care of the children and ensure good personal relationships are fostered between the children themselves and with the staff.
- To participate in overseeing the behaviour and discipline of the children in accordance with the school behaviour policy.
- To be responsible for the organisation of classroom resources ensuring that they are accessible to the pupil as appropriate.
- To liaise closely with the class teacher and Year 7&8 phase leader regarding the pupil's progress with in the classroom.
- To assist with supervision during break and lunch times in accordance with the published rota.
- To provide first aid for children for minor injuries, and to accompany children to see the first aider coordinator as required.
- To attend assemblies, including class assemblies and celebration assemblies in accordance with the published schedule.
- To ensure the pupil related paperwork is up-to-date and accurate (e.g. child profiles, health matters etc).
- To meet with parents with the class teacher, when necessary, and to foster good professional relationships and communication.
- To be prepared to market the school by speaking to prospective parents visiting the classroom, and acting as an ambassador for the school.
- To be responsible for care, security, and maintenance of resources and equipment in the classrooms throughout the school.
- To undertake all duties and procedures as specified in the current staff handbook.
- To attend INSET (start of term and twilight sessions) and undertake continuous professional development.
- To be a good role model in respect of speech, dress, behaviour and care of equipment.
- To follow the school's e-safety policy on emails and internet use.
- To assist with extra-curricular clubs/hobbies as required

PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- Demonstrates an enthusiasm and passion for teaching and working with children in KS3.
- Competent ICT skills.
- Ability to work on own initiative.
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues.
- Motivated and can take the initiative to manage workload.
- Approachable and open manner.
- A good sense of humour and positive attitude.
- Smart and professional in presentation.
- Flexible and open minded.

QUALIFICATIONS

Essential:

- If untrained, willingness to complete a Teaching Assistant (Level 3).

Desired:

- Degree in child related studies or QTS qualification.
- Teaching Assistant (Level 3) or Early Years Educator (Level 3).



HATHEROP CASTLE SCHOOL

Children at Hatherop Castle benefit from a full, challenging and creative curriculum with expert teaching and wide-ranging co-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a flexible boarding provision, all housed within the Castle.

Since joining the Wishford Education group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the communal parts of the school.

If candidates would like to get a better feel for the school a selection of videos and films can be found on our [YouTube Channel](#).

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: www.wishford.co.uk

