



ST JOHN'S SCHOOL
A MERCHANT TAYLORS' SCHOOL

Application Pack: Graduate Assistant (1-year fixed term contract)

Welcome

Thank you for your interest in the role of Graduate Assistant at St John's School, Northwood. We are seeking to appoint a dynamic and enthusiastic Graduate Assistant to provide flexible support across a range of areas including Music, Drama, Creative Arts, Sport, Science and administrative functions, depending on the needs of the school. This is a 1-year fixed term contract, term time only role. This position is ideal for a recent graduate with a passion for sport, arts and education. Experience or a keen interest in coaching cricket or football will be advantageous.

School Overview and What We Offer

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to eleven years, with approximately 250 boys on roll. Founded in 1920, the school is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching and learning.

As a school, we are committed to the development of the whole child - intellectually, morally, socially, and physically. Children at St John's are hard-working, academically motivated and successful.

What We Offer:

- A supportive and welcoming environment to begin your career in education.
- The opportunity to gain valuable experience working with young students.
- Mentorship and professional development opportunities.
- A competitive salary scale commensurate with experience.
- Access to the Aviva APTIS Pension Scheme with an employer contribution of 15%.
- The salary offered will be £23,000 per annum.
- Lunch.
- On site parking.
- Subsidised on-site accommodation is available.



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The Role: Graduate Assistant

Reports to: Deputy Head (Academic)

Job Purpose

To contribute to the academic and personal development of pupils across the School, supporting classroom learning and the co-curricular programme. With a particular focus on Music and Sport, the postholder will also provide flexible support across a range of areas including Drama, Science and administrative functions, depending on the needs of the school.

Working with pupils from Pre-Prep to Year 6, the Graduate Assistant will assist both within the classroom and through after-school activities, helping to promote a well-rounded, engaging, and enriching educational experience.

Key Responsibilities

1. Pupil Support and Engagement

- Work with pupils across a range of age groups to support learning and personal development.
- Encourage pupils to be independent, motivated learners.
- Promote positive values, attitudes, and high standards of behaviour through role modelling and support.
- Build strong, empathetic relationships with pupils to create a nurturing and inclusive environment.

2. Academic and Cross-Curricular Support

- Provide classroom support under the supervision of teaching staff across a variety of subjects, including Music, Drama, Creative Arts, Sport and Science.
- Assist with the preparation of teaching materials, resources and learning environments.
- Support practical and creative lessons, including experiments, rehearsals, performances and project-based learning.
- Provide general administrative support to teaching staff and the school office as required.



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3. Co-Curricular and After-School Activities

- Assist with the delivery of after-school clubs and co-curricular activities across a broad range of disciplines.
- Support enrichment opportunities that extend learning beyond the classroom, including sport, creative arts and academic clubs.
- Participate in school events such as fixtures, performances, assemblies, trips and community initiatives.
- Contribute to sport coaching, with experience or interest in cricket and/or football considered advantageous.

4. Professional Conduct and Teamwork

- Maintain a full-time presence in school (8.00am – 5.00pm), with occasional flexibility as required.
- Attend INSET and staff training sessions to develop skills and understanding.
- Support the promotion of the school through the appropriate taking of photographs (in line with school policies) and contributing content for social media, publications and newsletters.
- Work collaboratively with teaching and support staff, adapting to different roles as required.
- Demonstrate initiative, reliability, and professionalism in all aspects of school life.

Person Specification:

Essential Qualifications and Experience

- A recent graduate degree and a desire to contribute to school life.
- A broad interest in areas such as Sport, Music, Drama, Creative Arts or Science.
- Experience in coaching or playing cricket and/or football (desirable).
- Excellent organisational and communication skills.
- A warm, approachable manner and genuine enthusiasm for working with children.

Skills and Competencies

- Ability to work flexibly and take direction from a range of staff.
- Confidence in engaging with children from ages 4 to 11.
- Reliable, responsible, and eager to learn.



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- Committed to upholding the safety and wellbeing of all pupils.

Personal Attributes

- Energetic, adaptable and positive in attitude.
- Reflective and open to feedback and professional development.
- Able to work as part of a team and contribute to a vibrant school community.
- A sense of humour and a proactive approach to new experiences.

Suitability to Work with Children

- A commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate relationships and boundaries with pupils.
- Emotional resilience in working with children, colleagues, and parents.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the School's safeguarding policies and procedures.
- Flexibility to support during school holidays or extra-curricular events if required.

How to Apply

Please apply in confidence by submitting the following:

1. A completed application form
2. A covering letter outlining your suitability and enthusiasm for the role
3. A completed equal opportunities monitoring form

Please download the application form and equal opportunities monitoring form from our website www.st-johns.org.uk/about-us/staff-vacancies/ or by emailing headsea@st-johns.org.uk.

Closing Date: **9am, Friday 26th June 2026**

Interviews: **1st-3rd July 2026 - TBC**

Start Date: **1st September 2026**

Applications should be addressed to headsea@st-johns.org.uk



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Contact and Visits

We warmly welcome potential applicants to visit the school or arrange a conversation before applying. All short list candidates will have the opportunity for a tour on the day of the interview. For enquiries or to arrange a visit, please contact headsea@st-johns.org.uk.