

Packwood

Part of the Shrewsbury
School Family



Information for Candidates
Gap Tutor/Graduate Assistant

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About Packwood School

Packwood is a co-educational, day and boarding prep school for children aged 4-13 years old. Set in 65 acres of beautiful Shropshire countryside, but only just over an hour from Manchester and Birmingham, our amazing site and facilities make Packwood a truly special place for children to grow and develop, whilst enjoying an extended childhood.

Packwood has a national and international reputation for academic strength combined with a focus on all-round education in a genuinely caring environment. Small class sizes and dedicated, specialist teachers help to ensure that every child makes the very best academic progress.

Our co-curricular programme plays a central role in school life. All pupils enjoy lessons in the creative and performing arts every week as well as playing sport almost every day. We encourage all of our pupils to discover new passions and talents as well as further develop their existing strengths.

A key feature of life at Packwood is the welcoming and genuinely caring atmosphere in the school. All pupils, whether boarders or day pupils, benefit from the close-knit community – it is so much more than a school with many staff and pupils calling Packwood home.

Packwood School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.



The Packwood Way

Vision:

Pioneers of a childhood that is nurturing and contemporary.

Purpose:

An integral part of the Shrewsbury Global Family of Schools, enabling a world-class education that connects wisdom with ideas and competencies, for life.

Packwood is:

- Inclusive, rigorous and dynamic
- Committed to small class sizes and maintaining an outstanding and caring team of staff
- Built on the ethos of a family-boarding community
- Co-educational with a wide breadth of opportunity for girls and boys
- Highly distinctive as a globally leading prep school

A Packwoodian will have:

- The tenacity to embrace new opportunities and challenges.
- The respect for diverse opinions and the world around them.
- The humility to reflect, adapt and forgive.

Mission: An Education Full of Wonder

Soaring Performance:

Empowered through growth-mindedness, pupils seek out challenge and learn from feedback; through hard work they pursue excellence, and through a commitment to mastery, they derive joy from their accomplishments.

Adventure:

Empowered through learned wisdom, pupils expand their agility; through empathy they nurture teamwork; and through collective imagination, they embrace the fun of learning.



Character:

Empowered through resourcefulness, pupils develop resilience in the face of setbacks; through bold authenticity they grow their independence; through the confidence to be their best selves, they share in a desire to make the world a better place.



Job Description

MAIN PURPOSE OF ROLE

The role would be to promote the wellbeing and academic development of the Pupils and to support the provision of a lively and secure environment.

LEVEL OF POSITION

The Gap Tutor / Graduate Assistant will be directly responsible to the Director of Pastoral and Safeguarding who is responsible for day-to-day Line Management. There is also a very close working relationship with the Houseparent's.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below. The Assistant Technician will be expected to be 'proactive' in their work and to undertake tasks within their capability that may not necessarily be listed below.

Main Responsibilities:

Working with Boarders:

- Supervision of activities in dorms, assisting with evening duties in boarding house and running junior boarders' activities.

Coaching Games:

- Assist on the sports field with groups of children.

Working in the Classroom:

- Classroom assisting, small group teaching and, if the skills-set matches, Music/Art/DT support.

Office and Grounds Duties

- Administration assistance, grounds work and classroom preparation work.

Running Clubs and Activities

- Evening clubs/ activities for children which may be set or focused on a particular interest of the candidate.

Attending INSET training

- Training before the start of each term both teaching based and health & safety.

Contacts:

- In all contacts the successful applicant will be required to be a good ambassador for Packwood School as well as maintain constructive relationships.

Suitability to work with children:

- Packwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This successful candidate will be in regulated activity with you people and therefore, must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	<u>Essential</u>	<u>Desirable</u>
Qualifications:		
• Good standard of education	✓	
• First Aid qualification would be an advantage		✓
• Evidence of personal professional development and expectation of continuing willingness to develop own professional skills.	✓	
Work Experience:		
• Capable of inspiring pupils	✓	
• Understanding of child protection and safeguarding procedures in a school environment.		✓
• Ability to create and maintain strong, supportive relationships with staff, parents/carers and pupils	✓	
• Knowledge of pastoral care		✓
• Ability to supervise groups of pupils		✓
• Ability to effectively use ICT to support learning, or to undertake training to do so		✓
• Good administrative skills	✓	

Essential Desirable

Personal Attributes:

- | | | |
|---|---|---|
| • The ability to transmit a positive, cheerful, and good-humoured approach to work, underpinned by a strong sense of integrity. | ✓ | |
| • Strong and persuasive communications skills | ✓ | |
| • Ability to plan time effectively and organise yourself well | ✓ | |
| • Willingness to be fully involved in School life | ✓ | |
| • Aspirational and empathetic and have a genuine belief in the potential of every pupil | ✓ | |
| • Be able to demonstrate innovation and creative thinking | | ✓ |

Specialist Knowledge:

- | | |
|---|---|
| • Must be flexible in the nature of the role by adapting to changing workload at busy times of the academic year. | ✓ |
|---|---|



The Application Process

Please note that our recruitment process is dealt with centrally at Shrewsbury School.

If you wish to apply, please complete Packwood School's application form and send a covering letter. Please email your documents, ideally as 'pdfs' to: **recruitment@shrewsbury.org.uk** by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

Closing Date: 12pm, Tuesday 11 November 2025

Interviews will take place at the school during w/c 17 November 2025.

Start date: January 2026

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

We reserve the right to appoint at any stage of the recruitment process.

Any questions or queries regarding applications should be addressed to recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 13.

Benefits and Contractual Terms

Contractual staff benefits

Salary

We offer a competitive salary for this role, which will be discussed with the successful candidate.

Hours

This is a fixed term contract, commencing January 2026 to 31 August 2026. This is full-time role working during term-time, plus attendance at Inset. Flexibility will be needed and expected to meet the demands of the School.

Please check our school term-dates which can be found on our school website (<https://packwood.school/admissions/term-dates/>). Our term-dates are different to other schools.

Sick pay

The postholder would be entitled to statutory sick pay.

Holiday

Apart from any days the postholder is required to work in the School holidays (i.e. Inset), you will not be required to work the remaining school holiday dates. The successful candidate will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised salary.

Please note that you are not permitted to take any leave during term-time.

Pension

All employees are eligible to join Packwood School's Pension Scheme (employee 5%, employer 3%).

Non-contractual Staff Benefits

Training & Development

All staff have the opportunity to access professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

While the kitchens are operational, lunch is provided in our dining room.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Accommodation

There is accommodation available for the successful candidate.

Recruitment Guidance Notes

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: CVs are not accepted.

Your letter and application form should be sent as a pdf to:
recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, We will follow up written references with a telephone call to the referee. We will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport, share code or eligible immigration document
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)



Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete an Occupational Health statement and if necessary, a pre-employment health screening may be arranged.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out:

Disclosure & Barring Service (DBS) Disclosure

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Online check

Under the Keeping Children Safe in Education guidance, the school is required to carry out online searches of publicly available information for shortlisted candidates.



Packwood School

Ruyton XI Towns, Park Bank, Shrewsbury, Shropshire, SY4 1HX

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280834

<https://packwood.school>

Registered charity number: 528413