

Packwood

Part of the Shrewsbury
School Family



Gap Tutor/Graduate Assistant

Bold



Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Contents

Welcome from the Head

Visions, Values and Mission

The Shrewsbury School Family

Duties and Responsibilities

Person Specification

Benefits and Contractual Terms

Application and Interview Process

Recruitment Guidance Notes

Terms of Appointment



Welcome from the Head of Packwood

Packwood's vision is to be a pioneer of a childhood that is nurturing and contemporary. This has been in the very DNA of this incredibly special school since its founding in 1892. Our culture is underpinned by The Packwood Way, which at its core has three core values – tenacity, respect and humility.

In January 2025 we launched our 2030 Strategic Plan, an ambitious blueprint for the next five years. Focusing on first rate academics, experiential learning, pastoral care and boarding and our rich co-curricular engagement, at its core our bold ambitions are designed to further embed an outstanding whole person pupil experience.



Packwood has always held a position as one of the UK's top boarding and day prep schools, and following our merger in 2019, our membership of the Shrewsbury Family of Schools heralds an exciting future. Packwood's identity as a rural, bustling prep school is further enhanced through the partnership with the nine schools under Shrewsbury's guiding influence.

We are seeking an enthusiastic individual that has recently left education or graduated from university. It may suit someone considering entering the teaching profession. The role will offer broad involvement in school life from providing support in the boarding house, assisting in class, extra-curricular activities such as games, music, art, or drama and supporting the administrative staff in the school.

We can offer a brilliant school environment which seeks to nurture and challenge pupils, backed by an outstanding and kind team of staff, set within a glorious estate in idyllic Shropshire. This is a residential post and there is the expectation that successful applicant will be fully committed to all areas of school life at Packwood.

Will Goldsmith
Head of Packwood

Packwood

As a member of the Shrewsbury School Family, Packwood’s vision is focused on the joy of childhood whilst inspiring pupils to develop character virtues, an adventurous spirit and a developed mindset for soaring performance. A Packwoodian’s limitless ambition in the classroom is matched by exceptional outdoor learning. Together with the values of respect, tenacity and humility, a Packwoodian will progress to senior school a confident, spirited and determined child, equipped with friends for life and backed by experiences and academic results that will shape their future.

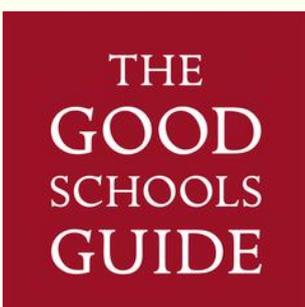
Set in 65 acres of beautiful Shropshire countryside, but only just over an hour from Manchester and Birmingham, our amazing site and facilities make Packwood a truly wonderful place for children to grow and develop, whilst enjoying an extended childhood.

Packwood has a national and international reputation for our focus on whole person 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 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.

With the strong support from, and collaboration with, Shrewsbury School, Packwood has a strong vision, derived from our position as a major co-educational boarding and day school.



“Everything a traditional rural prep should be, and more. Don’t expect a mini conservatoire or sports academy – the focus is on a fun, values-driven, all-round, outdoorsy education that boosts confidence and helps everyone find hidden talents. Under new leadership, it’s a very exciting place”.

Good Schools Guide Review, December 2025

Imaginative



Visions, Values and Mission

Vision

Pioneers of a childhood that is nurturing and contemporary.

Purpose

An integral part of the Shrewsbury School Family, enabling a world-class whole person education that connects wisdom and ideas and competencies, for life.

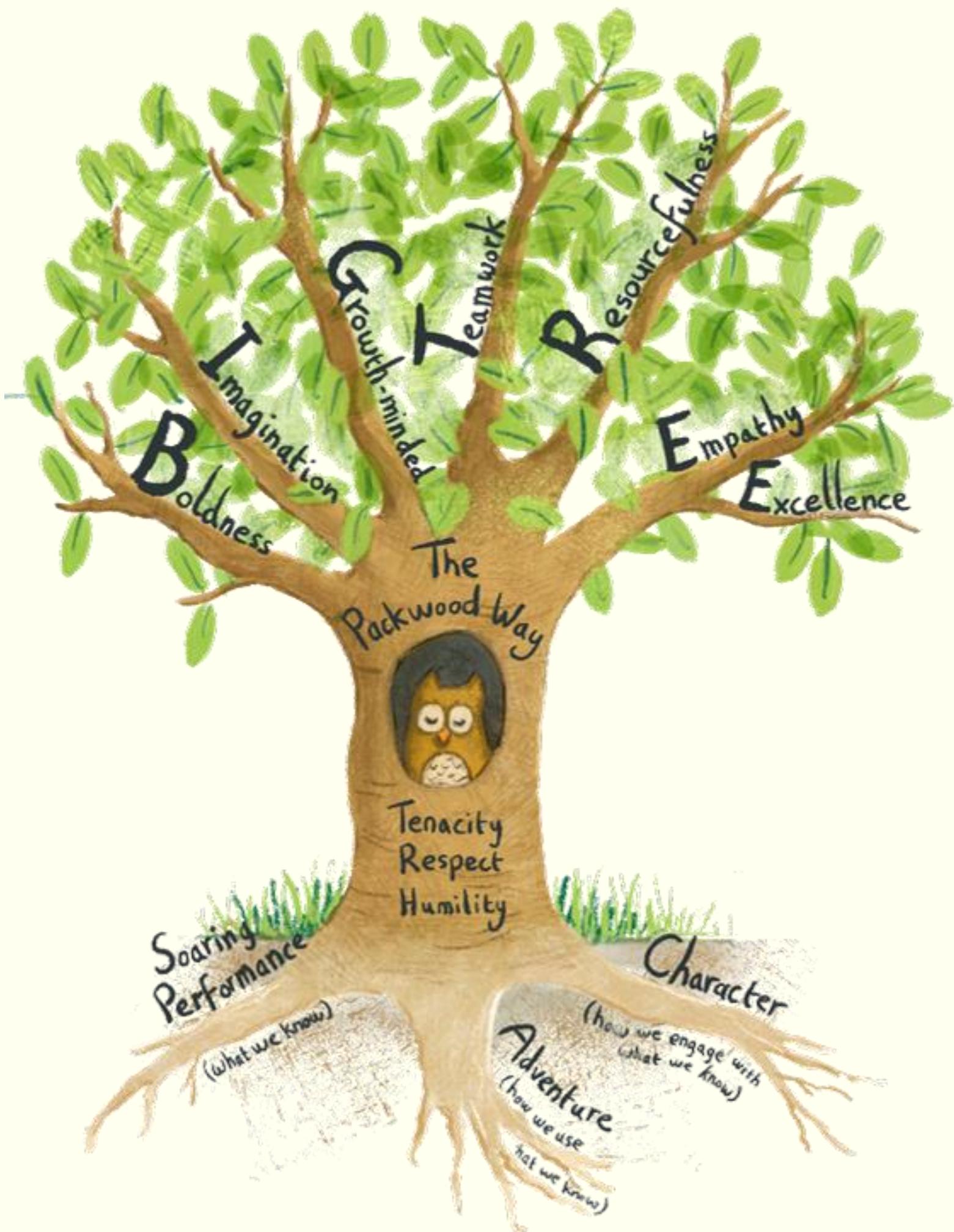
Packwood is:

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

The Packwood Way - our values

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.



B Boldness
I Imagination

G Growth-minded
T Teamwork

R Resourcefulness

E Empathy
E Excellence

The Packwood Way



Tenacity
Respect
Humility

Soaring Performance

Character

(what we know)

Adventure
(how we use
what we know)

(how we engage with
what we know)

The Shrewsbury School Family

The Shrewsbury Family of Schools currently comprises nine schools with over 4,500 children being educated under the Shrewsbury banner in the UK and overseas. In the UK, there are three Prep Schools owned and operated by Shrewsbury: Packwood Prep School (2019), Terra Nova School (2025) and Prestfelde School (2025). There are currently five Shrewsbury International Schools – two in Thailand; one in Hong Kong; one in Cambodia and one in India. There are active plans to open further international schools in the coming years.

Shrewsbury School is a registered charity with a number of wholly owned trading companies. It has an annual income of £40 million (2024) and employs 700 staff across Shrewsbury School and its three tied prep schools. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its various Sub-Committees meet once a term. This includes the Prep School Committee, chaired by Tony Halliwell. He is joined by five other Governors who sit on the Prep School Committee.

Leo Winkley, Headmaster of Shrewsbury since 2018, is the CEO of the Family of Schools. The Head of Packwood reports directly to him, alongside the Heads of Terra Nova and Prestfelde. A newly appointed Director of Education works alongside the Heads and Prep School Leadership Teams to enable connectivity across the schools.



Growth minded



The Appointment of Gap Tutor/Graduate Assistant

(Fixed Term One Year Contract: 1 September 2026 - 31 August 2027)

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 Deputy Head (Pastoral Care and Safeguarding) who is responsible for day-to-day Line Management. There is also a very close working relationship with the Houseparents.

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.



Duties and Responsibilities

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 Administrative Duties

- Administration assistance 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.

Team Workers



Person Specification

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

Qualifications - Essential

- Good standard of education
- Evidence of personal professional development and expectation of continuing willingness to develop own professional skills.

Qualifications - Desirable

- First Aid qualification would be an advantage

Work Experience - Essential

- Capable of inspiring pupils
- Ability to create and maintain strong, supportive relationships with staff, parents/carers and pupils.
- Good administrative skills

Work Experience - Desirable

- Understanding of child protection and safeguarding procedures in a school environment.
- 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.

Personal Attributes - Essential

- 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.

Personal Attributes -Desirable

- Be able to demonstrate innovation and creative thinking

Specialist Knowledge - Essential

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

Resourceful



Benefits and Contractual Terms

Salary

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

Hours

This is a one-year fixed term contract, commencing 1 September 2026 to 31 August 2027. This is full-time role working during term-time only, 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.

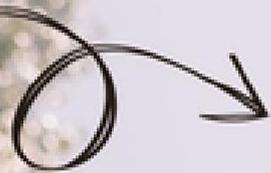
Cycle to Work Scheme

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.





Empathetic

Application and Interview Process

Please note that our recruitment process is handled centrally at Shrewsbury School. If you wish to apply, please complete Packwood School's application form and send a covering letter submitted via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

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, Friday, 6 March 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.



Excellent



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.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

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 or biometric residence permit
- 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)

Terms of Appointment

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.

- **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.