



Information for Applicants

Junior School Graduate Assistant

To start: September 2026

A message from the Headmaster



I am delighted that you are considering applying to work at Warwick Junior School. As the leading boys' school in the Midlands, there are huge opportunities to lead and work alongside some outstanding practitioners. We pride ourselves not only on the quality of teaching and learning, but also the many opportunities on offer. Our school motto 'Altiora Peto' guides our approach to all aspects of school life.

This is an exciting time in the Junior School. We are a forward-thinking, dynamic, and inclusive school community. We are always seeking to improve, and keen to ensure that the boys receive a broad, challenging, and engaging curriculum. We are a happy and united team; our parents are overwhelmingly positive, and the boys (most importantly) are proud to be part of our school.

I hope that as you discover more about the opportunities of working at Warwick Junior School, you will wish to become part of our future. I very much look forward to receiving your application.

John Bond
Headmaster



The School

Warwick Junior School offers an outstanding education for boys aged between 7-11. Warwick Junior School is part of Warwick Schools Foundation. Numbers at the school are extremely healthy. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where boys can enjoy their childhood, develop a love of learning, and become confident, creative and independent young people. The school looks to develop the talent of each and every boy and the successful applicant for this post will help ensure that this continues to be a key feature of the school.

There are usually three forms in each year group with a maximum of 270 pupils from Years 3 to 6. The Junior School offers excellent facilities which include an assembly hall, fully equipped science and technology teaching rooms, a purpose-built art room, two computer suites and a well-stocked library. The Junior School has its own premises, but as part of Warwick School and Warwick Schools Foundation it benefits from the use of extensive sports, swimming, drama and music facilities at Warwick School.

All boys benefit from the outstanding sporting, musical and co-curricular opportunities in the Junior School. There are many different clubs and activities on offer each week, both after school and during the lunch period.

www.warwickschool.org/junior-school

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



Benefits of working at Warwick Junior School

All staff are encouraged to develop professionally. You will be given the opportunity to attend internal INSET activities.

The Warwick Schools Foundation salary scale for Support Staff offers competitive rates of pay, which exceed those offered in the state sector. All employees are members of the Employee Assistance Programme which provides 24-hour support for the employee and their immediate family members with telephone helplines, cognitive behavioural therapy, critical incident advice and online support on a range of legal and emotional issues.



A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.



Staff well-being opportunities including access to the school's sports facilities and use of the well-resourced school library.



Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training.



School lunch is complimentary for all staff.



All staff are included in a pension scheme, non-teaching staff are enrolled with an occupational pension provider with matched contributions up to 14%.



Staff are welcome to be part of a lively, active Common Room.



The Role

Warwick Junior School is seeking to appoint a Graduate Assistant from September 2026.

The primary duties of the Graduate Assistant are to contribute to life in the Junior and Senior Games Department, whilst also supporting Junior School teachers and pupils in the classroom which may include working with individual pupils or with small groups. In Games, the successful candidate would support lessons, take groups and teams, whilst also contributing to the fixture and co-curricular provision. The successful candidate would also contribute to the Junior School duties and clubs programme.

If you are interested in sharing your talents with young people or considering becoming a teacher, then this is the opportunity to develop your teaching and coaching skills whilst gaining experience in both a primary and secondary setting.

Candidates must be able to demonstrate an enthusiasm and experience of working with primary aged children, as well as playing and/or coaching a variety of sports to a high level. They must understand their role in the context of safeguarding children and young people, and are able to form and maintain appropriate relationships and personal boundaries with children and young people. The successful candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational and ICT skills, and have the ability to work flexibly within the school structure.

The key areas of responsibility and duties which attach to the position are set out below. The list is not exhaustive, and the postholder may be expected to assume additional responsibilities as reasonably requested by the Head.

Accommodation may be available for the right candidate. This will include providing some support in the Warwick School Boarding House.

The Junior School Graduate Assistant will report the Junior School Headmaster.



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations and will be used to monitor effective performance.

Key Duties and Responsibilities

Support in the Games Department by:

- assisting with PE lessons, coaching at Games afternoons and at Co-Curricular Sports clubs.
- leading teams, refereeing, and umpiring, both in the week and on Saturdays.
- completing sports related administrative tasks as directed.
- supporting sports staff/PE teachers with the organisation of equipment and resources.
- assisting on school tours and trips, domestic and overseas. This may include weekends and periods outside of school term time.

Support in the classroom by:

- supporting the delivery of planned learning activities using provided resources.
- supporting small groups or individuals in the classroom
- supporting the use of digital tools and assistive technologies where appropriate.
- providing informal feedback to the teacher on pupil engagement and progress.
- preparing, maintaining, and organising learning resources and classroom displays to support the pupil’s learning.
- assisting with the supervision of pupils during transitions, breaktimes, and off-site visits.

Other responsibilities:

- If living in school accommodation, the successful candidate would be required to support the Boarding House as part of the duty team.

Support for the School by:

- Contributing to the overall ethos/work/aims of the school.
- Complying with policies, procedures and relevant training relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensuring all pupils have equal access to opportunities to learn and develop.
- Liaising effectively with teachers and other professionals.
- Attending relevant meetings as required..



Job Description

- Participating in training and other learning activities and performance development as required. This includes INSET days.
- Assisting with the supervision of pupils at breaks and lunchtimes according to contractual hours.
- Recognising own strengths and areas of expertise and use these to advise and support others.
- Engaging in regular continuing professional development (CPD) and training as required by the school.
- Reflecting on practice and contributing to a culture of continuous improvement.

You may also be required to undertake such other comparable duties as reasonably required by the Head from time to time.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary for this role is Point 11 full time, all year round (44.4 weeks a year). This is an annual salary of £24,454

If the successful candidate takes up the offer of school accommodation, the salary will be £20,413

Contract

This role is on a fixed term contract for one year

Benefits for Staff

- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview and observation

The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School. References should also be provided.

If you have any queries about the completion of the form, please contact HR at

HR@Warwickschools.co.uk



Appointment Timetable

Deadline for submission of applications (on the standard application form): Monday 13th April at 12pm

Interview date: Week commencing 20th March



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Educated to a high level with good Maths and English Evidence of academic/sporting success in a relevant field. 	<ul style="list-style-type: none"> Degree level or equivalent experience. Relevant coaching/teaching qualifications Refereeing/umpiring qualifications Evidence of involvement in professional development 	<ul style="list-style-type: none"> Contents of the Application Form Copies of qualifications
Experience	<ul style="list-style-type: none"> Experience of working with children or young people in a paid or voluntary capacity Expertise / experience in Rugby, Football and/or Hockey Expertise / experience in Cricket and/or Tennis 	<ul style="list-style-type: none"> Experience of working with pupils in a classroom or educational setting Experience of providing support to pupils with a range of needs, ages and abilities. Experience working with ICT database systems Knowledge of ICT applications including advanced expertise in Microsoft Excel. 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> Effective communication skills (both oral and written) An ability to work independently and as part of a team Attention to detail 	<ul style="list-style-type: none"> Experience of working with young people Experience in a similar role High levels of ICT competency Experience of coaching and managing teams 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> • Commitment to high standards. • Commitment to own professional development. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • Support for school aims and policies. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Ability to listen and work in a team. • A desire to be a role model for young people 	<ul style="list-style-type: none"> • Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills that allows effective communication at all levels. • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team. 	<ul style="list-style-type: none"> • Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 		<ul style="list-style-type: none"> • Interview





WARWICK
JUNIOR SCHOOL

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