Thomas's

Gap Student

FIXED TERM CONTRACT TO START IN JANUARY 2027 OR APRIL 2027

Applications to be considered on receipt and the school reserves the right to make an appointment before the deadline so early applications are advised.





Welcome to Thomas's Kensington

Thomas's Kensington is a dynamic, forward-thinking prep school offering an exceptional holistic education for children aged 4 to 11.

The school's outstanding academic results, recognised by Ofsted and ISI, highlight the excellence of the specialist teaching team and the broad, engaging curriculum. Beyond the classroom, a vibrant co-curricular programme ensures pupils leave Thomas's Kensington as confident, curious and ready to excel at some of the UK's finest secondary schools.

Thomas's Kensington fosters a happy and supportive environment that enables children to thrive academically, artistically and athletically.

Thomas's Kensington is part of Thomas's London Day Schools, established by Joanna and David Thomas in 1971 to offer a vibrant educational journey with kindness at its core.

Demand for places is high, and the school is looking for exceptional educators to join its team. If you are ready to inspire the next generation and thrive in an environment where happiness, innovation, and excellence are valued, Thomas's Kensington would love to hear from you.



Vision

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of three and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

OUR VISION

Our vision is that every Thomas's pupil flourishes as a compassionate contributor to society and a courageous shaper of the future.

To realise this vision, we:

- Champion kindness, community and childhood
- Provide a breadth of experiences that develop lifelong passions
- Equip young people with self-knowledge, inner strength and intellectual curiosity

Together, these commitments create the Thomas's culture of joyful excellence, in which our pupils achieve outstanding academic outcomes and build the confidence, character and adaptability to succeed in the world.

The Heads and Principals
Thomas's London Day Schools









The Role

OVERVIEW

We are seeking enthusiastic and proactive Gap Students to join our vibrant school community for the Lent and Summer term. Supporting pupils across the classroom, sports field, and extracurricular clubs, you will gain invaluable practical experience in teaching and pastoral care. The ideal candidate is adaptable, energetic, and eager to immerse themselves in daily school life. This rewarding role offers a recent school leaver the chance to build leadership skills while making a positive impact.

The role of a Gap Student at Thomas's Kensington encompasses a wide range of responsibilities, and you will serve as an inspiring role model to the children at all times. The successful candidate is a team player who actively looks for ways to assist staff and eagerly engages in all aspects of school life. You will need strong initiative, a positive attitude, and the flexibility to turn your hand to anything and everything.

KEY RELATIONSHIPS

Reporting to: Assistant Head Co-Curricular

KEY RESPONSIBILITIES

- School street, break, and lunch duties — supporting teachers on these duties and interacting with the children
- Providing support and assistance in lessons throughout the school.
- Listening to children read on a 1:1 basis
- Assisting the School Office with specific tasks.
- Assisting and supporting in PE and Games lessons. The school requires one specific PE Gap and the second Gap student will assist in a number of PE lessons throughout the week.
- Providing support to staff with photocopying, laminating, printing, filing and other administrative tasks assigned in the Gap student book.
- Assisting with sports fixtures and inter-house competitions throughout the term.
- Assisting with dining room and tour readiness, including straightening up the dining room and tucking in benches neatly at 9am.
- Assisting with walking pupils safely between our sites.
- Supporting staff on trips and outdoor sessions.
- Helping with extracurricular activities both before and after school.



KEY RESPONSIBILITIES

- Reading and adhering to School Policies, in particular the Staff Code of Conduct and School's Child Protection Procedures, which are included in the School's Safeguarding Policy. This is available on the school website.
- Attending and participating in the School's INSET days at the start of each term.
- Attending all mandatory training required by the school and legislation, including relevant induction training on the school's policies and practices, Health and Safety training, and in particular, Child Protection and Safeguarding training.
- Carrying out any other reasonable duties as requested by the Leadership Team.



Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Exceptional communication, organisational, and leadership skills are essential for interacting effectively, planning tasks, and guiding pupils.
- High levels of flexibility and adaptability, with strong time management to seamlessly manage dynamic schedules and diverse responsibilities across the school day.
- Strong teamwork, collaboration, and a willing attitude to work closely with teachers and support staff across various educational and extracurricular activities.
- A highly proactive mindset with a strong drive to take initiative, actively anticipate staff needs, and enthusiastically assist across all aspects of school life.

PERSONAL ATTRIBUTES

- An enthusiastic and confident sixth-form leaver or postgraduate who wishes to gain experience within an educational environment.
- A vibrant sense of humour, high energy, and enthusiasm.
- Clear written and verbal communication skills.
- Strong self-confidence, assertiveness, and a positive presence.
- Tact and diplomacy.
- Maturity, flexibility, and adaptability.
- Initiative and a proactive approach.
- The ability to act as an ambassador for the school both on and off the school premises.
- A proven ability to work collaboratively in teams with both children and adults alike in small and large groups.
- An ability to lead children by example, providing encouragement to every child and being a positive role model.
- An exceptional team player with a collaborative spirit, always willing to step in and support colleagues across all school activities.



ADDITIONAL PERSONAL ATTRIBUTES

Personal qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and young people's interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

VALUES



KINDNESS



COURTESY



COMPASSION



SCHOLARSHIP



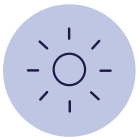
PERSEVERANCE



INTEGRITY



RESPECT



CONFIDENCE



LEADERSHIP



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary:** Dependant on skills, experience and qualifications
- **Benefits Package:**
  - Continuous Professional Development opportunities
  - Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
  - Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary
  - Death in Service Benefit
  - Group Income Protection
  - Salary Exchange Pension Scheme
  - Free Daily school meals during term time
  - Cycle to work scheme
- **Contract:** Fixed-Term contract, Full-Time, Term-Time, 40 hours
- **Expected Start:** January 2027 or April 2027
- **Location:** 1 St. Albans Grove, London W8 5PN

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic indiviuals excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: **thomas-s.co.uk/join-our-team** or email **hr@thomas-s.co.uk**

To apply for this post please go to **thomas-s.co.uk/join-our-team.** Should you wish to send a covering letter or supporting statement following your application, please forward it to **hr@thomas-s.co.uk**

Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here **www.thomas-s.co.uk/policies/** *under the 'Thomas's Policy' tab.*

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.







BE KIND
BE YOU
BELONG

BE THOMAS'S



THOMAS'S KENSINGTON

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