



Graduate Assistant Teachers

Full Time, fixed term from January 2027 - July 2027

Job Description





We seek to appoint from January 2027 Graduate Assistant Teachers to join our Teaching Staff and/or Boarding Staff Team. All subjects will be considered, but the successful applicant should be able to contribute to the extra-curricular and/or boarding programme.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. As a GAT, you will be resident in staff accommodation and will therefore be a member of the Boarding Team. The role of the GAT is to provide support for the day-to-day running of the St Catherine's Senior and Prep schools across various departments. This provides an opportunity to experience the teaching profession and to experience various school operations. We have both Primary and Secondary phases.

Personal and Professional Qualities Required

We are seeking enthusiastic, responsible, and proactive GATs to join our boarding school community for the upcoming academic term. This role is ideal for graduates who are considering a future in education, youth work, coaching, or pastoral care. GATs play a key part in both the boarding and day-side life of the school, contributing across academic, pastoral, and co-curricular areas according to their strengths and interests.

Some positions may only be suited to female applicants because of the need for overnight, one-to-one interaction with pupils in the boarding house. Non-boarding roles will also be considered.

The successful applicant will be an enthusiastic and professional graduate, able to work independently and as part of a team. They will display confidence in working with colleagues and pupils and be willing to make a positive contribution to the whole school. Having a strong passion for, and ability to assist in, a variety of extra-curricular activities is advantageous as will be a confident presence when on duty in a boarding house.





Practical Information about the Post

The direct line managers for the Graduate Assistant Teachers are Mrs Tracy Evans, Deputy Head (Culture, Community and Boarding), and Dr Elodie Nevin, Deputy Head (Academic) (for daytime schedules). Duties and tasks undertaken in the Prep School will be overseen by Mrs Denise Irons, Prep School Deputy Head. The GATs will be assigned to a school house tutor group and, depending on his/her academic subject interests, would be linked to particular academic departments or other aspects of the school system, i.e. administration.

GATs will receive an induction programme at the beginning of term on arrival. This includes important, mandatory Safeguarding training and information relating to the role in the School and Boarding Houses as well as important recruitment checks carried out by members of the HR Department. Within the induction programme, confidentiality/pastoral issues and Health and Safety matters will be addressed in line with school policies.

GATs are required to arrive prior to the start of term to attend important INSET and Safeguarding/Child Protection training. Staff will be issued with working dates upon appointment and should not follow the dates given on the School website which are for pupils, not staff.

GATs are included in the weekend resident duty plan and will normally work one full weekend in every four as well as assisting with weekend sports fixtures.

Specific Duties of Graduate Assistant Teachers include:

- Be focused on safeguarding of pupils at all times.
- Teaching some lessons with the support of the Head of Department.
- Assisting in an academic department and an extra-curricular area, such as the Drama/Sport/Music department (according to the applicant's expertise and skills).
- Covering a variety of duties which require the supervision of pupils both in the Senior and Prep School during the school day.
- Assisting in lessons in the academic subject area of interest depending on skills and aptitude of the applicant.
- A full duty evening once a week in a designated boarding house working under the Head of House or House Parent
- Provide emergency cover when necessary for any of the boarding houses
- Organising, or assisting with, boarding house activities on designated weekends.
- Assisting in the school offices.
- Administrative support for staff in a designated area.
- Occasional opportunities to join the staff team leading day trips to places of interest for curriculum study or residential trips in school holidays or in Activities Week in July.
- Other tasks as required, that the Deputy Head (Community, Culture and Boarding) and Deputy Head (Academic) deem necessary, and appropriate. Flexibility and a willingness to participate fully in the life of the School are essential.

High standards are expected of all staff as well as pupils at St. Catherine's, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the Boarding houses are well resourced.





Digital Life at St Catherine's

St Catherine's is a 1:1 device school. All girls are provided with a managed, filtered device, and Microsoft Teams and OneNote are central to teaching and learning across the School.

We take a considered approach to the use of technology; it is there to support good teaching, not to drive it. Teaching Staff are expected to make resources available digitally, while recognising that handwriting and paper-based work remain an integral part of learning and examination preparation. The Microsoft ecosystem supports collaboration and resource-sharing both in the classroom and across departments. Teams is used widely for communication, planning and administration, so staff will find integral to working life at the school, not just to lessons.

Strong general ICT skills are expected. Staff are well supported through training and ongoing assistance.

Accommodation and Other Benefits

Accommodation comprises a single room in a shared flat or house. All meals are provided during term time. GATs need to be self-sufficient in the holidays but can live in the accommodation from January - July.

GATs have access to the School's leisure facilities – pool, fitness suite, tennis courts, and squash courts – when these are not in use by the girls or external agencies.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. For the GATs, involvement would come through their specific area of interest.

Whilst every effort has been made to outline the main duties, responsibilities, and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.





Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Monday 18th October and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
October 2026



St Catherine's School BRAMLEY

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www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858