



SURBITON

HIGH SCHOOL

Job Description

Job Title:	PE Gap Year Student
Job Purpose:	To support the PE Department as well as assist other teaching staff during timetabled lessons across the Girls' Preparatory School
Reporting Line:	Head of Girls' Prep Sport
Tenure:	1-year fixed term: September 2026 – August 2027 Monday to Friday 3 days working 8:00am – 4:00pm, 2 days working 8:00am – 5:30pm 40.5 hours per week, 38 weeks of the year
Start Date:	September 2026
Salary:	National Minimum Wage Full-time equivalent salary: £21,157 if aged 18 to 20, £24,784 if aged 21 and over Part-time annual salary: £19,211 / £22,504 respectively

Surbiton High Girls' Preparatory School offers a warm and caring environment where pupils can thrive both academically and personally. Emphasising individual development, we foster a culture of high achievement and motivation, ensuring our pupils excel in all subjects and achieve outstanding outcomes. We are seeking an enthusiastic and dedicated PE Gap Year Student to join our team. This is an excellent opportunity to be part of a supportive and ambitious School, committed to nurturing both staff and pupils.

Key Responsibilities:

- To assist in the teaching of Physical Education to pupils aged 4 - 11 years
- To assist other teaching staff with the preparation and execution of all classroom activities, particularly with the younger children in Reception and KS1 classes
- To provide administrative support to teaching staff as required
- To undertake supervisory duties as requested
- To contribute to the wider education of pupils through the co-curricular programme
- To contribute to the achievement of high standards of teaching and learning
- To uphold and enforce School rules and to work in cooperation with colleagues to promote the high standards of behaviour and concern for others that are part of the School's ethos
- To monitor pupil progress and reporting to the curriculum manager
- To promote the use of ICT to enhance achievement and access to the curriculum
- To attend meetings, curriculum sessions, INSET sessions and other such meetings as may be necessary for the discharge of teaching support, pastoral or other duties
- To be fully aware of, and implement the School's policy on Health and Safety
- To liaise with colleagues over matters relating to children's progress and well-being as appropriate
- To develop and maintain good working relationships with children, staff and parents
- To offer support at evening activities such as school productions / parent evenings, as reasonably requested by the Head
- To assist in classroom maintenance and lesson preparation, including sorting, tidying, filing, photocopying etc
- To carry out any such duties as may be reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- GCSE in English and Maths (Grade C/4 or above) is essential
- This position is suited to a post A-level student

Skills

- Ability to work co-operatively within a team
- Ability to develop effective professional relationships with pupils, colleagues and parents
- Excellent communication skills and command of the English language, both written and spoken, to enable effective communication with pupils, colleagues and parents
- Ability to work in a way that promotes the safety and wellbeing of children and young people

Personal Qualities

- Enthusiasm and a passion for sport and education
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Keenness to develop in a well-resourced and supportive environment with co-operative and highly-motivated staff and pupils
- Punctual, self-motivated and excellent organisational and self-management skills
- Demonstrate the ability to take initiative
- Flexibility and openness to change
- Willingness to contribute to the wider education of pupils through the co-curricular programme, including attending residential trips
- Appropriate levels of personal presentation



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

Midnight, Wednesday 17 June 2026

Interviews to be held week commencing:

22 June 2026

Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email recruitment@surbitonhigh.com



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupil's well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.