



BUTE HOUSE

Bute House Preparatory School for Girls

Gap Year Assistant

Full time, September 2026 – July 2027





Gap Year Assistant - Job Description

Reporting to

Senior Deputy Head

Job Purpose

The Gap Year Assistant plays an important role in supporting pupils and staff across the academic, pastoral and co-curricular life of the school. This is a fixed-term position designed for a recent school leaver seeking valuable experience in an independent prep school environment and considering a future career in education, childcare, sport or a related field.

The successful candidate will be an enthusiastic, approachable and reliable presence within the school community, contributing positively to the wellbeing and development of pupils.

Key Responsibilities

Academic Support

- Assist teachers in the classroom, working with individuals or small groups of pupils
- Support pupils with reading, writing and independent learning tasks
- Help prepare classroom resources and learning materials
- Support the smooth running of lessons under staff supervision

Pastoral Care and Supervision

- Supervise pupils during break times, lunch and transitions throughout the school day
- Support pupils' behaviour and wellbeing in line with school policies
- Act as a positive role model, promoting kindness, respect and good manners
- Assist with morning routines, clubs and end-of-day supervision as required

Co-Curricular and School Life

- Assist with games, sport and physical education sessions, according to experience
- Support music, drama, art and other enrichment activities
- Help supervise school trips, visits and special events
- Contribute to the wider life of the school, including assemblies, performances and festivals



Person Specification – Gap Year Student

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education / Qualifications	Educated to A level or equivalent	Studying towards or intending to pursue education-related degree	Application form / Certificates
Experience	Willingness to undertake First Aid training	Paediatric First Aid qualification	Certificates
	Experience working with children or young people	Experience in a school setting	Application form / References
Skills	Willingness to support pupils across the school day	Experience supporting clubs or activities	Application form / References
	Good interpersonal and communication skills	Ability to lead groups or activities	Interview
	Ability to work effectively as part of a team	Confidence with parents and visitors	Interview
Personal Qualities	Basic IT skills	Experience with school systems	Interview
	Enjoyment of working with children		Interview / References
	Warm, positive and patient manner		Interview / References
	Honesty, integrity and reliability		Interview / References
	Enthusiasm, flexibility and willingness to learn		Interview / References



Bute House Values

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues. We offer both a rich and rigorous education, enabling all of our pupils to run their own best race.





Our Community

Valuing Every Background

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

Celebrating Our Diversity

We are proud of our vibrant, inclusive community. We are enriched by our diverse school community; we learn from each other with around 80% of pupils speaking an additional language at home; we celebrate our multiculturalism and are inspired by our different ways of learning: every girl, and every member of staff, runs their own best race here at Bute House! Our colleagues are excellent role models for pupils and each other, and we believe living our values with our individual approach to developing every person in our community is what makes our school so special!

Community Spirit

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities. school culture

School Culture

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.

Staff Benefits

- ➔ Collaborative working environment
- ➔ Individualised CPD opportunities
- ➔ Performance linked pay progression
- ➔ Generous employer pension contribution
- ➔ Staff wellbeing programme
- ➔ Free lunch during term time



Completing the application

Please submit your completed application form to recruitment@butehouse.co.uk. In line with safer recruitment requirements CVs will not be accepted.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development.

Phone Number: +44 (0) 207 603 7381
Email Address: recruitment@butehouse.co.uk
Website: www.butehouse.co.uk

