

ST GABRIEL'S

NEWBURY



CANDIDATE INFORMATION PACK
TEACHING ASSISTANT WITH BREAKFAST CLUB



A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.

RICKI SMITH



About St Gabriel's

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children aged 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

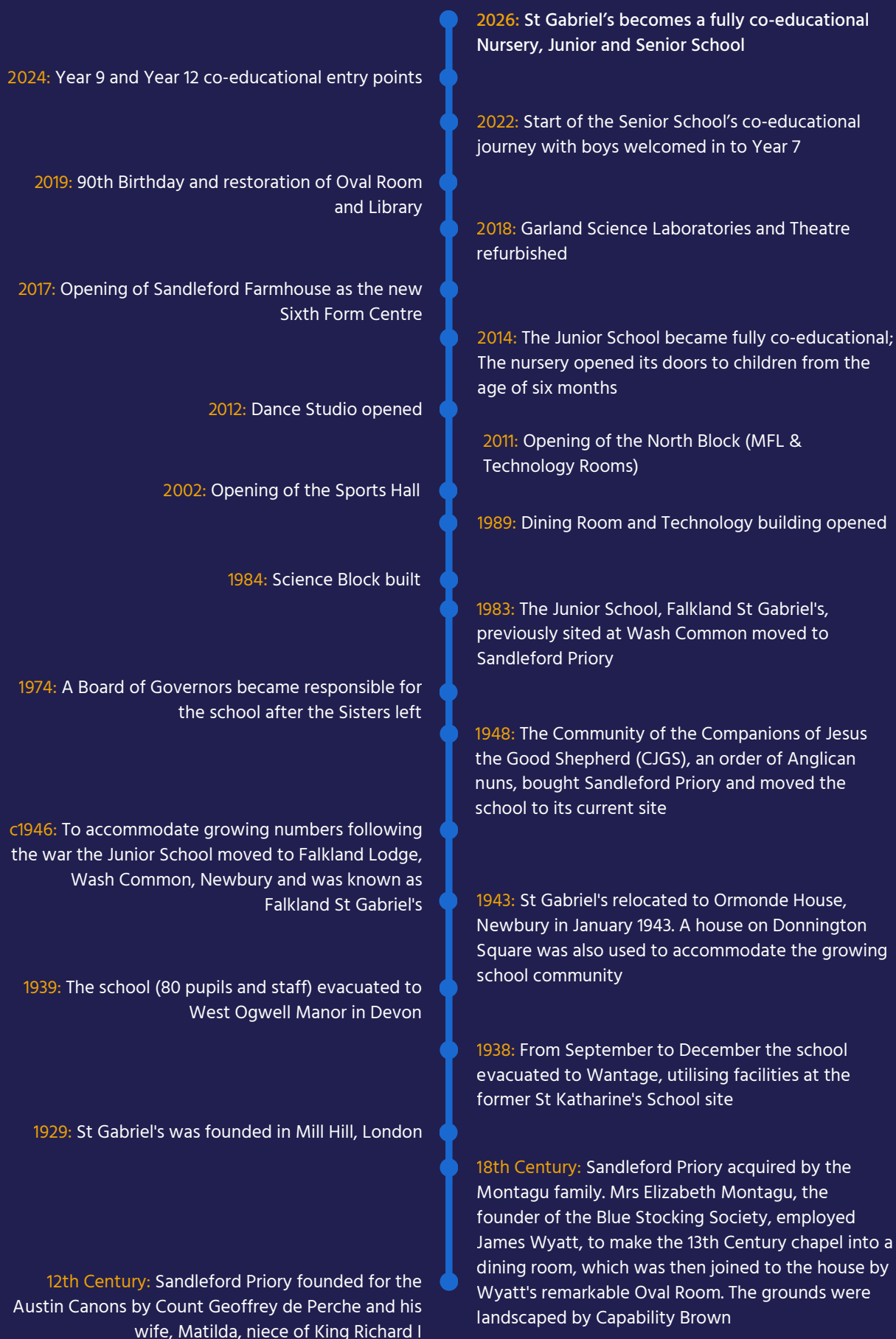
We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.

St Gabriel's: a school founded on community, inspiration, understanding and balance.

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th Century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.

Our History



Position: Teaching Assistant with Breakfast Club

Start Date: September 2026

Salary: £11,000 per annum

Contract Type: Permanent, Term Time only

Benefits: In addition to a competitive salary, staff receive a range of benefits

Working Pattern: 08.15 - 12.30 Monday to Friday with Breakfast Club from 08.00 Monday & Friday only

Reporting to: Head of Junior School

Location: St Gabriel's School, Newbury, RG20 9BD

The Role

Responsible to the Classroom Teacher and Head of Junior School for the development and care of the pupils at St Gabriel's, ensuring that each child is positively encouraged to develop their potential. The Teaching Assistant (TA) will assist both the Classroom Teacher and the Head of Junior School in establishing an ethos of enthusiasm for learning and development through play and formal teaching. In addition, the role will provide support for children in Junior School Breakfast Club.

The Teaching Assistant will also contribute to the maintenance and development of the profile of the Department both in school and in the wider community.

Main Duties & Responsibilities

- Support the Classroom Teacher in implementing the appropriate curriculum according to the year group.
- Support the provision and preparation of appropriate classroom activities.
- Promote/undertake positive communication with parents whenever necessary.
- Keep up to date with, and support delivery of curriculum developments and teaching techniques.
- Promote and utilise outdoor learning.
- Implement pupil safety procedures for the end of the session/day.
- Ensure classrooms are vibrant learning environments with effective displays of children's work both in the classroom and other designated areas.
- Arrange, or assist in the arrangement of regular extra-curricular visits or support clubs that promote learning and the enjoyment of learning.
- Accompany the children on extra-curricular visits, clubs or workshops as required by the Teacher or the Head of Junior School.
- Focus support and development of each child through pastoral care.
- Promote positive behaviour at all times.
- Maintain an ethos of mutual trust and respect in an environment that is free from the fear of ridicule.
- Ensure the safety of children within the classroom and playground in accordance with the school's Health and Safety Policy.
- Assist in the procedures for Risk Assessment – daily, weekly and annually.
- Accompany the children to assemblies or specialist classes.
- Assist children with self-care especially toileting and hand washing.
- Provide supervision duties as required in and around the classroom.
- Attend Open Mornings, Parents' Evening, Welcome Meetings and Parent Workshops, School Fete and any other such events as the Head of Junior School may reasonably require.
- Implement the provisions of the school's Child Protection Policy.
- Promote equality of opportunity for all children.
- Take part in Professional Development Programmes and appropriate study for appropriate qualifications.
- Attend INSET days.
- Assist in the day to day organisation, preparation at the beginning of the day and general tidying of the classroom under the direction of the Classroom Teacher or Sandleford Curriculum Manager and/or Head of Juniors.
- Support children's learning activities, on a one-to-one basis, in small groups or the whole class.

- Participate in the staff rota system for playground supervision and lunchtime duties. Circulate amongst the children.
- Ensure that children have had a good meal and a break.
- Assist children with changing for PE/swimming etc.
- Ensure equipment is used and stored correctly and safely.
- Sort and organise children's home bags to include letters/home link books as necessary.
- Render First Aid according to School procedures.
- Undertake any other duties that fall within your capabilities and which may be reasonably required.

Whilst this position will generally be associated with a single class, staff are required to be flexible and work across all other areas of the school at the request of the Head of Junior School.

Requirement Details

- A minimum Level 3 childcare qualification
- First aid qualification (desirable)
- Previous experience of supporting pupils in Maths and English in KS1 and KS2
- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct
- Professionally discreet and able to respect confidentiality
- Ability to communicate effectively with parents, carers and other professionals
- Ability to work as part of a team, reliable, good time keeper, patient and caring

Employee Benefits



LOCATION

Well connected, within easy reach of A34, M4 & A339



CLUB DISCOUNTS

Ultimate Activity Holiday Club discounts for children



EMPLOYEE ASSISTANCE

Access to confidential advice & support



COMMUNITY & SOCIAL

Regular social events for staff



CONCESSION DAYS

Concession days throughout the year, including Christmas Closure



PERKBOX

Access to Perkbox Discount scheme



FEE REMISSION

Generous Discounted Fees



CPD

Opportunities for Professional Development



PENSION

Enrolment in outstanding pension scheme and options to upgrade



HEALTH & WELLBEING

Range of health benefits incl. 24/7 online GP and Nurse Practitioner Support



FLU VACCINATIONS

Annual on-site free vaccinations



TEAM

Working as part of a highly regarded & committed team



FREE EYE TESTS

Annual free eye-test & contribution towards glasses for regular VDU users



WORKING ENVIRONMENT

33 acres of 'Capability' Brown parkland, including lake and easy access to Greenham Common



FREE MEALS

Daily nutritious & delicious meals when kitchens are open (50 weeks a year)



PARKING

Plenty of free onsite parking

“The benefits at St Gabriel’s go far beyond the great pension scheme and staff discounts. There’s a real focus on wellbeing and work-life balance, and the setting is genuinely beautiful — it’s a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community.”





How to apply

Please complete the School's Application Form and send this to HR@stgabriels.co.uk.

Closing Date: 24 August 2026.

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email HR@stgabriels.co.uk.

ST GABRIEL'S

NEWBURY

Sandleford Priory
Newbury, Berkshire
RG20 9BD

01635 555680
info@stgabriels.co.uk
stgabriels.co.uk

