



PRINCE'S MEAD
SPORTS GRADUATE/
TEACHING ASSISTANT

Full-time, Michaelmas Term 2025
at Prince's Mead School
Winchester



Prince's Mead School, Worthy Park House, Kings Worthy, Winchester, Hampshire SO21 1AN
01962 888000 | princesmeadschool.org.uk | [@princesmeadschool](https://www.instagram.com/princesmeadschool)



PRINCE'S MEAD

A word from Adam King, the Headmaster:

Thank you so much for your interest in this role at Prince's Mead.

Prince's Mead is an ambitious, vibrant and exciting school with a tremendous spirit where, above all, happiness reigns.

Situated on the outskirts of Winchester, the school is ideally placed to benefit from the cultural heritage of a historical city as well as enjoy the scenic countryside of the beautiful Itchen Valley.

I am now into my third year of headship at Prince's Mead and still firmly believe that it is a truly special place with a caring and supportive community. The Crown Values are the bedrock of the school and the purpose and aims of the school provide strong direction. Together, the Governors work closely with myself, the Bursar and the Senior Leadership Team (SLT) to provide a strategy and implementation plan to make the school the best it can be.

Most recently, we have rolled out one-to-one devices (together with a new VLE), expanded our provision of Forest School and extended the teaching of Drama throughout the school. The Pre-Senior Bacculaureate (PSB) framework is embedded throughout the school and has, without doubt, raised the attainment of every pupil.

I hope you enjoy reading this information pack, browsing our website and looking at our social media posts. It's a very exciting time to be joining the team at Prince's Mead and I look forward to receiving your application.

Kind regards,

Adam King
Headmaster



PRINCE'S MEAD

BACKGROUND TO THE SCHOOL

Founded in 1949 in Winchester, Prince's Mead is a co-educational day preparatory school for children aged 3 to 11. These characteristics allow it to stand out from other independent schools in the area and place it in a unique position to enable children to move on to a wide variety of secondary schools and particularly the very good 11+ day schools in Hampshire and beyond. Senior school destinations are never prescriptive, however, and the school works closely with parents to prepare children for the full range of possible choices.

Prince's Mead is located in a glorious setting, occupying Worthy Park House; a large former Georgian residence dating back to 1820. With wonderful views across the Itchen Valley, the twelve acres of grounds complement the house and provide a perfect setting for delivering education as well as an impressive sport offering and other co-curricular activities. Enhancements have included a multipurpose sports hall, music practice rooms and the latest development of four new classrooms and a modern kitchen and dining hall (completed in 2019). This latter work has also allowed for the redevelopment of the Coach House in order to provide an Early Years facility, which is proving highly popular. Focusing on our teaching provision we are pleased to be rolling out the Pre-Senior Baccalaureate (PSB) model and our exciting investment in a Virtual Learning Platform and personal devices.

Prince's Mead is very strong academically and offers a fantastic breadth in its curriculum. There are dedicated classrooms for Science, ICT, DT and Art. Music is important both in the classroom and through peripatetic music teachers. The school is known for its outdoor education and has its own Forest School in Gray's Wood. Children experience several day trips throughout the year and by the end of their time here will have climbed two mountain peaks in the UK, making Prince's Mead the only prep school in the country to climb two mountains! Many more details about the curriculum and extra-curricular offerings are available on the school's website at princesmeadschool.org.uk

The school is the only independent school in the area to operate a free minibus service in the mornings and afternoons. The red minibuses have become iconic in the local community to assist with travel. The school currently has 290 children on roll and there are exciting plans to develop the buildings and facilities further.



PRINCE'S MEAD

The school met all standards of regulatory compliance when it was inspected by the Independent Schools Inspectorate (ISI) in May 2023 and was found to be excellent in all areas of the Integrated Inspection.



GENERAL OVERVIEW

As our Sports Graduate/Teaching Assistant, you will be responsible for supporting the PE department team for our Early Years to Year 2 and taking Prep School (Year 3 – 6) games, helping to ensure the smooth running of curricular and extra-curricular sports and attending sports fixtures. The major games of the school are Football, Netball, Rugby, Hockey and Cricket. You will also contribute to the maintenance and development of the profile of the PE department both in school and in the wider community. In the mornings, the role will extend to being a Teaching Assistant, supporting our Prep School children in English and Maths.

A teaching qualification will not be required. However, the candidate will need to have passed Maths and English at GCSE level and be confident and keen to support children in these subjects.



JOB DESCRIPTION

Responsibilities and Duties:

The duties outlined in this job description may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job. The core working hours will be from 8.00am – 4pm, Monday to Friday, with some flexibility for matches (late returns) and will include one after-school club a week (4.10pm to 5.10pm).



PRINCE'S MEAD

Assist in the delivery of coaching of PE/games lessons and the sporting co-curricular programme:

- Assist in the delivery of core PE, games, and swimming lessons.
- Assist in department administration as directed by the Director of Sport.
- Coaching, scoring, refereeing or umpiring fixtures.
- In conjunction with qualified staff, assist and lead small groups with the teaching of Sport by delivering high quality, up-to-date and challenging sessions across all age groups under the supervision of the PE department.
- To help with home or away team fixtures by coaching and managing teams.
- To be responsible for team sheets, match reports and other team-based administration, if necessary.
- Participate in one after-school club per week (does not need to be sports based).
- Working with individual children, or small groups, as appropriate.

To help all children learn as effectively as possible by, for example:

- Supporting Prep children in English and Maths.
- Clarifying and explaining instructions.
- Ensuring the child is able to use the equipment and materials provided.
- Motivating and encouraging the children as required.
- Assisting in weaker areas (e.g. language, behaviour, reading, spelling, handwriting/presentation, comprehension etc.).
- Helping pupils to concentrate on and finish work set.

General

- Supporting other areas of the school, either academically or otherwise.



PRINCE'S MEAD

- Undertake break and supervisory duties as designated by the Deputy Head.
- Accompanying staff and pupils on school visits and trips, as required.
- Be aware of all necessary health and safety procedures, such as fire evacuation/asthma/EpiPen policies etc.
- Be aware of confidential issues linked to home/pupil/teacher/school and keep confidences appropriately.
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by the Senior Leadership Team.
- Attend all Staff training, INSET and Study Days, according to Term Dates for Staff and the Meetings Schedule.



PERSONAL SPECIFICATION

- Good Honours degree preferably in a sport specific or sport related course.
- Someone who is confident and keen to assist children in English and Maths (GCSE passes in both).
- Experience in teaching/coaching children in a variety of sports and having a specialism in at least one.
- Enthusiastic and committed to promoting a 'sport for all' ethos as well as a high level of sporting performance.
- High degree of personal motivation, initiative, energy, creativity and drive.
- Confidence to officiate in either of the following major games would be desirable. Football/Netball/Rugby/Hockey/Cricket.
- Holds an umpiring/refereeing qualification or working towards this would be desirable.
- Able to foster good working relationships with all members of the School community (staff, pupils, parents/carers and representatives of other schools) either in person or on the phone.



PRINCE'S MEAD

- Be able to work on your own initiative to a high standard. To be able to prioritise when there are conflicting demands in order to meet deadlines.
- Friendly and approachable with a can-do mind-set. Strong communication skills.
- High degree of personal motivation, initiative, energy, creativity and drive.
- Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion.
- Commitment to promote and safeguard the welfare of children and young people.
- Willingness to be involved in the co-curricular life of the school.



REMUNERATION

Salary is dependent upon qualifications and experience but will be set against the School's Teaching Assistant Pay Scale. There are further benefits including: pension, free lunch and tea and onsite parking.



APPLICATION PROCESS

1. The **closing date for applications is 4pm on Monday 3rd March.**
2. Applicants are asked to complete the school's application form provided (it's important to include two named referees), as well as a covering letter (no more than one side of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
3. Prince's Mead is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
4. At the short list interview, applicants will be interviewed by the Headmaster, as well as other members of the Senior Leadership Team. **The shortlist interview date will be Friday 14th March.**
5. Please email your completed application form and covering letter to recruitment@princesmeadschool.org.uk
6. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



PRINCE'S MEAD

SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer, Prince's Mead 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.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.