



STRATHALLAN  
SCHOOL

Opportunities for all to excel



# Candidate Brief

## Gap Year Assistants 2025

Fixed Term positions for one academic  
year from September 2025

Created/Published Date

# Introduction

Every academic year, Strathallan employs two enthusiastic and committed Gap Year Assistants to join the dedicated team at Strathallan Prep School. This position is an ideal opportunity for individuals interested in exploring a career in teaching and gaining skills in a well-established, vibrant, and successful school.

As a Strathallan Gap Year Assistant, you'll have the chance to collaborate with and learn from our experienced staff, becoming an integral part of the Strathallan community. We value our Gap Year Assistants and strive to provide them with unique work experiences, ensuring their gap year is both exciting and enriching.

## Why Join Us?

Strathallan Gap Year Assistants will enjoy a range of benefits, including complimentary on-site accommodation, providing the convenience and comfort of living on campus. Additionally, assistants will receive a competitive salary and complimentary school meals during term time.

We asked two of our previous Gap Assistants to tell us about their experience:

**“Working at Strathallan during my gap year was an incredibly rewarding experience. I was given real responsibility and the opportunity to contribute to the school community. The staff were supportive and I learned a lot about working in a team environment. Plus, living on campus meant I was fully immersed in the vibrant school life and made some lifelong friends. I would highly recommend a gap year at Strathallan to anyone looking for a challenging and fulfilling experience.”**

**- Jenny L, Previous Gap Year Assistant 2024-25**

**“I loved my Gap year position at Strathallan School. Being among the children and staff makes my job enjoyable and engaging. There were lots of opportunities to develop a variety of skills and qualities. Helping the kids with their academic and athletic endeavours was a rewarding and fulfilling experience.”**

**Anna M, Previous Gap Year Assistant 2024-25**

## Contact Details

If you think you have the qualities to make a fantastic Strathallan Gap Year Assistant and would like to find out more about the role, please contact [Recruitment@strathallan.co.uk](mailto:Recruitment@strathallan.co.uk)

## The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically in sports and the arts. There are 545 pupils aged 5-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses, and a junior boarding house. Approximately 65% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town, some ten minutes away by car and access to the motorways puts Edinburgh (45 minutes), Glasgow (1 hour) and the Scottish Highlands within easy reach.

The School is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff, and 18 instructors.

The School exists to provide inclusive all-around education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and expect effort and hard work from each pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility, and excellence, all underpinned by the fundamental value of love.



## What We're Looking For

- **Excellent Communication Skills:** Essential when clearly conveying information to pupils and liaising with colleagues.
- **Collaborative Teamwork Skills:** Exhibit strong collaboration skills, working effectively with teachers, staff, and fellow assistants.
- **Adaptability:** Show flexibility in handling various tasks and adjusting to changing schedules and environments.
- **Empathy and Understanding:** Provide compassionate support to pupils, fostering a nurturing environment.
- **Motivational Skills:** Inspire and encourage pupils to achieve their highest potential through positive reinforcement.
- **Initiative and Proactivity:** Proactively support the co-curricular programme and school events, demonstrating a willingness to take on responsibilities.
- **Reliability and Dependability:** Consistently offer dependable support in both classroom and extracurricular settings.
- **Positive Attitude:** Maintain a positive, can-do approach to all duties, contributing to a positive school atmosphere.

## Gap Year Assistant – Job Description

<b>Job Title:</b>	Gap Year Assistant
<b>Department:</b>	Strathallan Prep School (SPS)
<b>Reporting to:</b>	Head of SPS
<b>Liaison with:</b>	Current pupils and parents, staff, instructors, teachers, teaching assistants.

### Core Purpose

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the school.

The Gap Year Assistant will provide support to multiple class teachers throughout the school week and will undertake administrative tasks when not engaged in classroom activities. Additionally, the assistant will be responsible for escort duties for off-site lessons and will be expected to assist on school trips.

The successful candidate will facilitate pupils' access to a broad and balanced curriculum, assisting class teachers in creating a stimulating educational environment where all pupils can achieve their full potential. Additionally, the candidate will support the co-curricular programme, including clubs, games, and activities.

The post-holder will not be expected to teach or coach on their own. This position will be line managed by the Head of Strathallan Prep School although will work closely with other colleagues and departments.

### Main Duties and Responsibilities

#### Helping pupils to learn as effectively as possible both in group sessions and individually by:

- Acting as a classroom teaching assistant.
- Clarifying and explaining instructions.
- Ensuring that pupils are able to use equipment and materials provided.
- Motivating and encouraging as required.
- Supporting individual children's needs as required.
- Establishing a supportive relationship with the pupils in order to promote/reinforce their self-esteem.
- Reinforcing the learning principles being introduced by the teacher.
- Promoting personal and social development and citizenship skills.

#### Carrying out other general duties consistent with assisting teachers such as:

- Assisting the teacher with setting up lessons and ensuring resources are ready.
- Collecting homework, checking the homework diaries and changing reading books.
- Sharing responsibility with the teacher for collecting the children from the playground, delivery of them to the specialist lessons and serving snacks.
- Supervision at the beginning of the day and during lesson breaks, after lesson supervisor.
- Accompanying pupils to lunch and supper.
- Administrative duties appropriate to your position and capability.
- Assisting as additional cover for an absent teacher.
- Assisting with games.
- Accompanying groups out of school on educational and social trips.
- Assisting with boarding house duties.

## Gap Year Assistant - Person Specification

Attributes	Essential /Desirable
<b>Qualifications</b>	
Educated to SQA Higher / A Level or equivalent	E
<b>Skills and Experience</b>	
Relevant experience of working with young people in a voluntary or paid capacity (for example as a coaching assistant)	D
Keen interest in working with children and young people in a supportive environment.	E
Excellent interpersonal and communication skills, both written and verbal.	E
Competent user of IT and the ability to share this technical knowledge with pupils and colleagues.	E
Understanding of the pedagogical and wellbeing needs of pupils.	D
<b>Personal Qualities</b>	
Outgoing, confident, affable, positive and approachable.	E
Flexible and adaptable approach to work.	E
A role model for pupils.	E
Ability to work independently as well as part of a team.	E
An understanding of when to refer to colleagues for help and advice.	E
Neat, tidy and professional appearance.	E

# Terms & Conditions

## Remuneration

The salary for this role is in line with the NMW/NLW plus on-site accommodation and meals.

## Hours of Work

This is a term-time only position working a minimum of 45 hours per week from September 2025 – June 2026.

## Holidays

The postholder will work term time only and shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998, which is to be taken during the school holidays.

## Pension Scheme

You will have the option to join the Strathallan Group Personal Pension Scheme after completing your probationary service with the school or to join NEST under auto-enrolment.

## Benefits

- Free on-site parking.
- Free on-site accommodation.
- Free meals during term-time.
- Staff Discount in Art Café.
- Retail Discounts and Blue Light Card Eligibility.
- Death-in-service cover.

## Other Information

Any offer of employment will be subject to Safer Recruitment checks; suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

## Application Process

Further details of the School are available on the School's website: [www.strathallan.co.uk](http://www.strathallan.co.uk)

- The closing date for applications is 25<sup>th</sup> March 2025.
- It is anticipated that interviews will be held 31<sup>st</sup> March - 1<sup>st</sup> April 2025.

***Please note that early applications are encouraged, as we reserve the right to close this vacancy ahead of the advertised deadline.***