



# THE ORATORY



## BRIEF FOR THE POST OF GRADUATE ASSISTANT SEPTEMBER START

INDEPENDENT BOARDING AND DAY SCHOOL FOR GIRLS & BOYS AGED 11-18





## CONTENTS

The School.....	01
The Role.....	04
The Person.....	09
How to Apply.....	11







## THE SCHOOL

**The Oratory is an HMC independent school for students aged 11 to 18, providing an all-round education of quality and purpose.**

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each student flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the students' learning and all students get the opportunity to develop their specific talents to the full.

The Oratory is not a large school, and this enables each and every student to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman - we are a Catholic school which welcomes students of all faiths or none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.



# THE ROLE

**The Oratory invites applications for an inspiring Graduate Teaching Assistant the role is full-time residential role from 1 September 2025 to 31 July 2026.**

Teaching at The Oratory is an opportunity to inspire, challenge, and nurture young minds within a unique and vibrant educational setting. We expect our teachers to be passionate about their subject, dedicated to delivering high-quality lessons, and committed to the all-round development of our pupils. Our teachers play an active role in fostering the supportive family atmosphere that underpins our school, helping pupils grow into confident, self-expressive, and resilient individuals with a strong sense of purpose and joy in learning.

In return, we offer a rewarding and fulfilling environment where teachers are valued as part of our close-knit community. With small class sizes, exceptional pastoral care, and a focus on professional development, The Oratory provides the resources and encouragement to excel in your teaching career. Join us in our mission to prepare young people not just for exams, but for life - equipped with the knowledge, character, and confidence to thrive in an ever-changing world.

## KEY TASKS & RESPONSIBILITIES

### ACADEMIC

- Assist teaching staff in the classroom with the possibility of development to independent teaching.
- Provide cover for lessons as required
- Supervise Prep sessions

### PASTORAL

- Undertake boarding duties as directed by the Head of House.
- Fulfil the normal duties of a member of the teaching staff, including any reasonable requests that the Headmaster or the Leadership Team may make.
- Be available at weekends (with 24 hours off during the week) to help to plan and run a programme of activities for the boarders.



## SPORT

- Coach games and take teams for matches and tournaments.
- Take an active role in coaching initiatives and help deliver to coaching staff.
- Refereeing or umpiring (depending on expertise)
- Sport Department administration (assisting in the management and organisation of fixtures)
- Contribute fully to the school's thriving activities programme.
- Generally helping around the school to assist the sports programme and to help fulfil our students' potential.

## Administration

- Organizing the setting and marking of internal examinations, and entrance tests to the school as required, and the provision of results.
- Supervision of Endorsed Practical arrangements, ensuring that criteria are fulfilled and deadlines are met.
- Ensuring the integration of appropriate ICT within departmental schemes of work.
- Advising on the choice of books and teaching materials and examination

This job descriptions should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.







# KEY TASKS & RESPONSIBILITIES

**The duties of a classroom teacher at The Oratory School include the following:**

1. To manage student learning through effective teaching in accordance with the Department's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches to match curricular objectives and the range of student needs and ensure equal opportunity for all students.
4. To set homework regularly, (in accordance with the departmental homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
5. To work with SEN staff and support staff in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Department team to improve the quality of teaching and learning.
7. To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure, and promotes their self-esteem.





# PROFESSIONAL STANDARDS & DEVELOPMENT

1. To be a role-model to students through personal presentation and professional conduct.
2. To arrive in class before the start of the lesson, and to begin and end the lesson on time.
3. To cooperate with the employer on all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of any other person who may be affected by their acts or omissions at work.
4. To be familiar with the school and department handbooks and support all the school's policies.
5. To establish effective working relationships with professional colleagues and associate staff.
6. To strive for personal and professional development through active involvement in the school's induction programme, staff development, and performance management procedures.
7. To seek continually an improvement in professional practice, to include attendance at departmental meetings, and participating in appropriate INSET, whether organised in school or externally.
8. To liaise effectively with parents/guardians.
9. To undertake any reasonable task as directed by the Line Manager.
10. To train in basic first aid.
11. To consider the needs of all students within lessons (and to implement specialist advice) especially those who: Have SEN; are gifted and talented; are not yet fluent in English.
12. To uphold the ethos of the school, including its emphasis on pastoral care for individual students.







## SALARY

Dependent on qualifications and experience. The school has its own attractive salary scale.

## BENEFITS

- Sports Centre membership with free access to the gym; squash courts, lane swimming and golf course.
- A meal while on duty during term time.
- Contributory pension scheme.
- Staff fee discount.
- Free parking.
- Accommodation within a Boarding House

## SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety.
- promoting and safeguarding the welfare of children and young persons for whom you are responsible.





# THE PERSON

The successful candidate will display most or all of the following qualities:

- A desire and motivation to experience boarding school education.
- A genuine enthusiast who wants to pass on his or her skills to young people.
- Experience in playing at least two of our major sports to a high standard and the ability to coach these and, preferably, some or all of our other sports on offer (badminton, basketball, squash, tennis, swimming, cross-country, athletics, golf).
- Be fully in sympathy with the ethos and practices of this day and boarding Catholic school, although the successful candidate need not be a Catholic.
- Willingness and aptitude to assist the Director of Sport and other staff with organisation and administration.
- The ability to work independently.
- Effective communication skills.
- Good collaborative skills, able to quickly establish effective internal and external working relationships with key people across the school including colleagues, students and parents.
- The ability to motivate students to achieve their best as students.
- An excellent work ethic and commitment to the school and its students.
- Sufficiently mature and confident to act as a role model to young people and to keep good order.
- Well organised, able to approach work methodically, prioritise and meet deadlines.
- Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes.
- An understanding of the expectations, ethos and aims of a full boarding school.
- An empathetic, enthusiastic and well-presented person, capable of inspiring confidence in students, parents and staff.
- Committed to the safeguarding and wellbeing of children and young people.
- Commitment to participation in the co-curricular programme of the school.
- Able to respond flexibly to the demands of working in a school environment.









# HOW TO APPLY

Applicants should complete the school's application form and send together with a covering letter in PDF format to [recruitment@oratory.co.uk](mailto:recruitment@oratory.co.uk)

The closing date for applications is **2 June 2025** with Interviews taking place soon thereafter. Early applications are encouraged.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or if we find a suitable candidate from early applications.

**Please send postal applications together with a covering letter to:**

Human Resources Department  
The Oratory School  
Woodcote  
Reading RG8 0PJ

For any queries, please email [recruitment@oratory.co.uk](mailto:recruitment@oratory.co.uk)

*The Oratory Schools Association Registered Charity No. 309112 is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975,2013,2020.*







# THE ORATORY

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