SHIPLAKE COLLEGE
HENLEY-ON-THAMES

Residential Graduate Assistant

Candidate Information Pack

£20,000 per annum | Starting in September 2026

Welcome from the Headmaster

Dear Applicant,

The word I hear mentioned most regularly when speaking to the pupils, parents, and staff of Shiplake College is 'community'. So, thank you for taking the time to consider the role of **Residential Graduate Assistant**, as it represents a wonderful opportunity to join our very special Shiplake community.

Shiplake College is an HMC co-educational boarding and day school offering a holistic education for around 580 pupils from Year 7 to Sixth Form. There has been a co-educational Sixth Form since 1998 and since September 2023 girls have been welcomed into Year 7, as we continue our journey to become a fully co-educational place of learning. We are nestled in leafy South Oxfordshire, five minutes from Henley, and sit right on the River Thames. It is a beautiful place to work.

As well as providing a fantastic learning and living environment for young people, Shiplake offers an enjoyable, challenging and rewarding working environment.

We strive to recruit the best possible teaching and support staff to drive the College forwards and ensure we continue to provide the best possible rounded education for our pupils.

Above all, Shiplake is a school where we try to live out authentically our three core values – the Three Is – **Inclusive**, **Individual**, and **Inspirational**.

'Inclusive' is our cornerstone with our strong sense of community in which everyone has value and where the prevailing culture is one of kindness.

'Individual' represents our all-ability school in which we not only recognise but also celebrate that everyone is different - thank goodness for that! This is a personal best school.

And finally, 'Inspirational' - the pre-requisite at Shiplake is that everyone – students and staff alike - turn up each day with a smile, a positive attitude, and a willingness to engage with all aspects of school life.

Shiplake College is a school where academic rigour is non-negotiable, but character development is just as important. We strive to help students develop broad interests across a wide range of co-curricular areas, bolster self-esteem, and give a sense of our place in the wider world with the aim to make a positive difference to society.

Embracing the lifestyle at a busy and vibrant boarding school is paramount for anyone wishing to work at Shiplake. Knowing our pupils well enables us to ensure that they get the best from their education here, and this is a pivotal part of any role at the College. This is a great opportunity for the right candidate and 'fit' is very important to us.

Thank you for your interest in working at Shiplake College and, as we look to an exciting future, I hope that you will consider being part of that story.

Tyrone Howe

The College

Shiplake College is a thriving and relatively young HMC school. In September 2025 we welcomed 580 boarding and day pupils aged 11-18 (up from 536 the previous term). There has been a co-educational Sixth Form since 1998 and since September 2023 girls have joined in Year 7 (now making up 40% of all co-educational year groups) as the College goes fully co-educational.

Overlooking the River Thames, two miles upstream of the famous Henley Royal Regatta stretch, pupils enjoy a beautiful and inspiring 63-acre rural site. The College is conveniently located near major air, railway and motorway networks, close to Reading, London and Oxford and just 40 minutes from Heathrow.

Full, weekly, part- and flexi-boarding is available from Year 9 (from Year 7 in 2027), with ad hoc 'overnight stays' also an option for day pupils.

Every pupil is placed at the heart of Shiplake life and the College's ethos is underpinned by the Three Is – **Inclusive**, **Individual** and **Inspirational**.

Shiplake provides a friendly, supportive and structured environment to bring out the best in each and every pupil. Renowned for outstanding pastoral care and personal development, the College welcomes pupils with wide-ranging skills and talents, who will make the most of the many opportunities offered to them.

The College provides an education that is tailored to the individual, achieved through engaging and inspirational teaching, delivered in small classes where the teachers can know and understand each pupil's method of learning.

The College continues to see year-on-year improvements in examination results. In August 2025, Shiplake leavers achieved excellent public examination grades, with the best ever GCSE results setting a new academic benchmark for the College. At GCSE, pupils achieved 38% of 9-7 grades and 64% grades 9-6, an increase from 34% and 58% respectively in 2024. Overall, 93% of GCSE grades were marked 9-4 (93% in 2024). At Sixth Form, the percentage of A*-C grades was 82%, and 59% at A*-B.

In addition to a strong academic foundation, the College offers excellent sporting, artistic and co-curricular opportunities. Two afternoons are reserved for an array of clubs and activities, including a comprehensive outdoor education programme, with pupils encouraged to extend their horizons and experience new challenges and responsibilities.

Academic lessons take place Monday to Friday and each day ends with an hour of academic support during which pupils undertake independent study or seek help with homework from teachers. Sports training takes place on three days a week, with the majority of fixtures scheduled for Saturday mornings.

130 weekly and full boarders become fully integrated into Shiplake's inclusive and welcoming environment. International pupils join us from all over the world, currently from 17 different countries, and represent approximately 4% of the school population. Full boarders take part in a vibrant weekend programme of trips and activities on Saturday afternoons and Sundays, with day pupils and weekly boarders able to enjoy additional family and down time at home.

School Development

The stunning grounds are a remarkable combination of old and new; of the traditional and the up-to-date. Although only founded in 1959, Shiplake occupies a site which includes an original late-nineteenth century mansion, still dominating the main school buildings.

The school is equipped with modern amenities, including a contemporary Thinking Space, multi-purpose Lecture Theatre, a multi-activity centre with climbing wall, fitness suite and indoor archery/rifle range, and Marjorie's, a café where Sixth Form students can socialise and work independently.

1959: College Founded
1990: Goodwin Building (Classrooms)
1998: Sixth Form Became Co-educational
2002: College House (Year 13 Boys)
2008: First Year 7 (Lower School) Joined
2009: Gilson (Girls) House
2014: John Turner Building
2020: Davies Centre and Marjorie White Building
2023: First Year 7 Girls Joined
2024: Bevan (Science) and Jubilee Classrooms
2024: Phillimore Fields
2025: Paddocks Artificial Pitches
2025: Sixth Form Centre
2026: Wellness Centre (In Progress)

Further investment and development will help to ensure that the College's future is even brighter than its past.

Governance

Shiplake College is a charitable company and is privileged to be supported by a highly experienced, knowledgeable and diverse board of governors. This helps to shape future strategies and inform key decisions to ensure the College continues to maintain the highest possible standards.

Inspection

Shiplake was visited by ISI in September 2025. The inspection went extremely well and we met all the regulatory standards. Shiplake was also awarded a '**significant strength**', which reflects that "pupils who participate in sports, such as rowing, are given guidance in balancing their academic, sporting and wider commitments in a way which effectively promotes their wellbeing."

Admissions

Entry points are normally at Year 7 (11+), Year 9 (13+) and Year 12 (16+). Prospective families are encouraged to arrange an individual visit or attend an open morning. Academic, Art, Music, Drama and Sport Scholarships, and means-tested bursaries, are available.

The College embraces pupils from a wide range of ethnic and cultural backgrounds as well as diverse intellectual and physical talents. As a Church of England school, pupils at Shiplake are gently encouraged to lead an active spiritual life throughout their time at the College.

Community

There are strong links with the local community and pupils are given every opportunity to get involved in local events and to offer service wherever appropriate.

Fundraising for charities takes place year on year.

The Shiplake Connected platform helps maintain and develop the links between the College, parents, alumni (known as Old Vikings) and former staff.

Job Description

The Headmaster is seeking to appoint an enthusiastic **Residential Graduate Assistant.** This is a superb opportunity for a recent graduate who is looking to gain experience living, working and teaching in a boarding school environment and on-site accommodation will be provided.

Role Profile

The successful candidate will be expected to immerse themselves in the day-to-day life of a busy boarding school through a variety of roles; from working together with the pastoral team in their boarding house to run and manage the house, supporting with teaching and contributing to the extensive co-curricular programme.

We are looking for a confident role model who will maintain professional working relationships with a wide range of pupils whilst continuously demonstrating their integrity.

This role is an excellent opportunity for someone who is looking to explore a possible career in teaching because of the hands-on experience you will gain.

Key Responsibilities

- Alongside the Houseparent, you will be responsible for the day-to-day running of the house as well as efficiently managing its staffing, organisation and resources
- Work closely with the Houseparent, House Pastoral Leader and a dedicated team of tutors to ensure pastoral care for the pupils in your boarding house
- Assist with the supervision of weekend activities (i.e. the Saturday sports programme and boarders' weekend activities)
- Supervise Sixth Form independent study periods
- Contribute to the College's extensive co-curricular programme
- Support and assist the teaching department of your subject specialism
- Be on duty in the boarding house during the school day, some evenings, alternate weekends and at any whole school events
- Any other duties appropriate to the skills and experience of the successful candidate

Person Specification

Candidates must empathise with, and be committed to, independent education generally, and to the personal best education provided by Shiplake College.

- Strong interpersonal skills coupled with a genuine interest in a career in teaching and a passion for education
- Personable, enthusiastic team player
- Sustained energy and a sense of humour
- The ability to relate to and empathise with children and young people
- A sense of authority: firm but fair
- Excellent administrative, organisational and ICT abilities
- A proactive approach to engaging with young people is essential
- A willingness to share expertise

Child Protection and Safeguarding

Shiplake College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Shiplake College is also committed to equality of opportunity for all staff and applications from individuals are encouraged from suitably qualified candidates regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. There is no typical Shiplake member of staff, we live our core values of individual, inclusive and inspirational and value the contribution that each member of our community makes to life at the College.

Applications

To Apply

- Please go to **www.shiplake.org.uk/vacancies** and download the Support Staff Application Form
- Email the completed form, along with a covering letter addressed to the Headmaster, Mr Tyrone Howe, to **jobs@shiplake.org.uk**

Closing date is 10.00am on Thursday 9 April 2026

Interviews to be held week commencing 13 April 2026

We reserve the right to interview early applicants

Application Process

- Please read all of the information provided before completing your application
- Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Shiplake College. This is where you can bring your application form to life. Please do not send testimonials, certificates or examples of work etc., unless specifically requested to during the recruitment process

References

All offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the College. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. In all circumstances the information given should be for the Head or HR Department. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants are advised that references will be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise using the appropriate section on the application form. Please ensure that any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Online Searches

In line with the updated KCSIE 2025, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Shiplake College is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

Interview Process

If you are shortlisted and invited for interview we will ask you to bring in evidence of the following:

- Identity – passport or photocard driving licence
- Address – document from Group 2b of the DBS List of Valid Identity Documents with current address
- Proof of right to work in the UK – passport or UK birth certificate and proof of National Insurance Number issued by a government agency or a previous employer
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change

During your visit if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that certified photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability for the role and to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face-to-face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

All adults working at Shiplake College should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Shiplake College should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with Keeping Children Safe in Education 2025, Prevent 2015, Working Together 2018 and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at www.oscb.org.uk and also refer to http://schools.oxfordshire.gov.uk/cms/content/safeguarding).

Warning

You should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the HR Department on 01189 704848 or jobs@shiplake.org.uk.

Staff Benefits at a Glance

A competitive salary will be offered commensurate with the role and the experience of the successful candidate. Full details and terms and conditions will be outlined in a contract issued with an offer of employment.

PARKING

Free onsite car parking is available. A valid school parking permit must be displayed. Bike storage is also available (and shower/changing facilities provided).

CYCLE TO WORK SCHEME

This enables employees to purchase a bike and accessories through tax-free salary sacrifice, saving on income tax and National Insurance.

DOG FRIENDLY

The 'Dogs of Shiplake' form an important part of our community and some staff bring dogs to work (please see Dogs and Pets Policy).

PENSION SCHEMES

Teachers are offered the opportunity to join a defined contribution pension scheme (APTIS).

CATERING

Complimentary lunches during term time (and supper if a school commitment or duty). Snacks at break time and hot drinks throughout the day.

TECHNOLOGY

All teaching staff and eligible support staff are loaned a school device (Microsoft Surface) to enable flexibility in achieving their roles.

OUTDOOR POOL

Free access to the outdoor swimming pool for staff and their families, at agreed times when the pool is open during the summer months.

SPORTS CENTRE

Free access to the onsite weights rooms and fitness suites for staff (and partners living onsite).

DEVELOPMENT AND TRAINING

Continuing Professional Development (CPD) is nurtured and encouraged. In addition to the INSET programme, individual requests are supported.

FLU VACCINATION

The College covers the cost of the annual flu vaccination for colleagues not eligible for a free NHS vaccination.

COMMON ROOM

The Shiplake staff form a vibrant common room with regular social and sporting events.

DISCOUNTS

Generous staff discount can be applied to day fees for children of employees. Also eligible for discounted school holiday camps (subject to availability).

INCLUSIVE • INDIVIDUAL • INSPIRATIONAL

The School Day

- 7.00am Boarders' Breakfast
- 8.00am Buses Arrive/Registration
- 8.20am Assembly/Chapel/Tutor
- 8.40am Lessons Begin
- 3.30pm Games/Co-Curricular Activities
- 4.45pm Prep/Academic Clinics
- 5.00pm Supper
- 6.15pm Buses Depart
- 7.00pm Boarders Activities Programme

13 daily bus routes
1 weekly West London route

2:1 applications for each place

10% discount for most scholarships

Academic, **Art**, **Drama**, **Music** and **Sport** Scholarships available

Means-Tested Bursaries available

Fees include **snacks** at break, **lunch** and **dinner**

Fees 2025-2026

Registration Fee
£180 inc. VAT (non-refundable)

Acceptance Deposit
£1,750 (UK and EU), with £500 credited to the second term's bill.

Lower School (Years 7 and 8)
£8,875 per term inc. VAT

Years 9-13
Day
£11,250 per term inc. VAT

Flexi-Boarding (up to 2 nights a week)
£13,775 per term inc. VAT

Weekly Boarding (up to 6 nights a week)
£15,750 per term inc. VAT

Full Boarding
£17,500 per term inc. VAT

Headline Figures

580 school roll (2025-26)

33% flexi, weekly, full boarding in Years 9-13

41% girls across the co-ed year groups

1:7 teacher:pupil ratio

Sport and Co-Curricular

50+ sports and co-curricular activities available

Success in **rowing** for girls and boys at Schools' Head, NSR, HRR, and at international level

Active **Outdoor Education Programme** and **CCF** (Army, Royal Navy and Air Force)

92 pupils completing **Bronze Duke of Edinburgh's Award**

87 pupils completing **Gold** and **Silver Duke of Edinburgh's Award**

Destinations and Careers

96% secured places at first or second choice university

55% progressed to top third UK universities

35% progressed to Russell Group universities

Top UK destinations 2025: UEA, Exeter, Brookes, Manchester Met, Cardiff, Reading, York

Top degree subjects 2025: Business, Politics, Marketing, Engineering, Criminology, Sport

USA university destinations 2025: Princeton, Washington, Iowa, Wisconsin, Boston

Microsoft Surface unified **device policy**

All **mobile phones** handed in at the start of each day

Exam Results

95% of GCSE results were **9-4 grades** (2025)

82% of Sixth Form results were **A*-C** (or equivalent)

Teaching and Learning

27 subject options at Sixth Form

5 options for additional Year 12 qualification with UCAS points

21 subjects offered at GCSE

1 bespoke Key Stage 3 curriculum

16 average class size

9 average tutor group size

52 pupils are children of Old Vikings (former pupils) and staff

Creative Arts

238 (40%) pupils receive tuition in at least one instrument

17 different instruments taught

10 ensembles and choirs

7 drama productions and showcases a year

52 pupils involved in whole school musical 2025

37 pupils taking LAMDA lessons

3 whole school art and photography competitions and **1** golden easel

Up to **30** staff dogs on site each day

SHIPLAKE COLLEGE
HENLEY-ON-THAMES