



CASTLE COURT SCHOOL



Welcome from the Head

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School, and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Bacculaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: we have just completed the building of an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We have also just introduced a new Character and Values Education (CAVE) programme, which focuses on the themes of self-care, people-care and earth-care. This enhances our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Mrs Katie Johnson
Head



SCHOOL

An Introduction to Castle Court

OUR VALUES

We are a Christian Community who have a whole school spiritual assembly on a Monday. Day to day we live out our 7Cs values of being: Compassionate, Curious, Creative, Courteous, Courageous, Committed and Collaborative. In our Friday Awards Assembly, Form Tutors give Head's Awards to children who have demonstrated one of these 7Cs values during the week.

OUR CURRICULUM

The Pre-Senior Bacculaureate, through the Learning Skills Trust, is the foundation of our curriculum, with the key strands of Thinking and Learning, Independence, Leadership, Communication, Collaboration, Reviewing and Improving running from the Pre-Prep through to Year 8. We believe in a knowledge-rich curriculum, but one that also provides children with key skills for life. We are recognised as a leading PSB school nationally and a beacon for other schools. Having embedded the PSB curriculum, we have just received an outstanding audit which will propel us further in the future.

We are a very forward-thinking school; we are in the process of implementing a new Character and Values Education (CAVE) to ensure that our pupils are prepared for an ever-changing future world. As part of this, we are further enhancing our co-curricular offering including our Leadership and Activities Week programme. We are currently working on a Farm Partnership for our Pre-Prep which will bring the learning alive in this part of the school.



An Introduction to Castle Court

ABOUT US

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s the school became co-educational and has steadily grown in size: today it has around 280 pupils, aged from 2 to 13.

The setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck.

The school has an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see our website www.castlecourt.com for evidence!

For administrative purposes it is divided into the **Nursery** (Badger Cubs and Badgers), **Pre-Prep** (Reception to Year 2) and **Prep School** (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Head of Marketing and Admissions, Assistant Head – Pastoral, and the Director of Teaching and Learning. The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3-6 and Years 7 & 8.

OUR AIMS

- The child's learning and well-being are at the heart of all that we do.
- The educational experience is knowledge-rich, rigorous and well-balanced and where academic expectations are continually exceeded.
- Each child is nurtured through outstanding pastoral care so they can flourish inside and outside the classroom.
- Each child is provided with a strong foundation and compass for life – prepared with the skills needed for future success in a global world.



The Opportunity

POSITION DETAILS:

We are looking for an inspirational, energetic and creative individual to join our team as an **Intern** on a **temporary, term-time only** basis.

This position is available from **January 2026** and initially will run to the end of the academic year.

We are looking ideally for our new colleague to work five full days, from 8am to 5pm, but this can be discussed at interview.

The full-time equivalent salary for this role, based on the hours and days detailed above, is £21,405.47, excluding holiday pay.

OVERVIEW:

Castle Court School is seeking a motivated and enthusiastic Intern to join our team. This is an exciting opportunity for a young graduate or undergraduate with an interest in the education sector, who also wishes to develop skills in education, marketing, social media, and administration. The role offers a unique combination of early years classroom support, marketing and social media involvement, and general school office duties, providing broad exposure to school operations.



Job Description

Key Responsibilities:

Nursery & Early Years Support

- Assist Nursery and Early Years staff with daily classroom activities
- Support children in learning through play and structured activities
- Help create a safe, stimulating, and welcoming environment

Marketing, Social Media and Admissions

- Assist in developing social media content to promote the school
- Provide administrative support for marketing and admission activities as needed
- Support parent and prospective parent events such as **SummerFest** (the summer party for parents and children) and **Open Days**, helping ensure they run smoothly

School Office & Administrative Support

- Provide regular support in the school office. The role will spend part of each day based in the office.
- Answer the phone and door, welcoming visitors and acting as the first point of contact for parents
- Assist staff with general administrative tasks and filing
- Support with data entry, document preparation, and other office duties as required

Contribute to the wider Castle Court School life by:

- Having an understanding and appreciation of our school values and aims
- Following school policies and procedures
- Participating in out-of-hours events such as **Summer Fest** and **Speech Day**
- Undertaking other duties as may be reasonably required



Person Specification

ESSENTIAL QUALITIES AND CHARACTERISTICS

We are seeking to appoint an Intern who...

- Is a recent graduate or equivalent with an interest in education
- Has a willingness to go above and beyond in order to achieve high standards
- Is a positive professional who is actively supportive of the ethos, vision and values of the school
- Has strong interpersonal skills and a warm, professional manner
- Has high expectations and be committed to ensuring that all pupils make excellent progress
- Has the ability to use a variety of strategies to engage and support children in their learning
- Is customer service oriented, able to remain calm and effective under pressure
- Has strong organisational, administrative and ICT skills; proficiency in **Microsoft Word** and knowledge of **Excel** would be helpful
- Is confident in using social media platforms for professional purposes
- Is flexible in their approach and able to work effectively independently and as part of a team
- Is enthusiastic, adaptable, and willing to learn new skills

Notwithstanding all the above, the nature of the Prep School environment will require a far-ranging involvement, and the above job description should not be taken as exhaustive. All staff are responsible for promoting and safeguarding the welfare of children within the school, raising any concerns following school procedures.



How to Apply

APPLICATION

If you wish to apply, please send a completed application form to Katie Johnson, Head, via email to hmsec@castlecourt.com.

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted.

The school will conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CLOSING DATE: Monday 8 December at 8am

INTERVIEW DATE: Tuesday 9 December

APPLICATION PREPARATION

For more information about the school please visit our website: www.castlecourt.com.

