

Candidate Brief for the position of
Teaching Assistant (Art)

Newton
PREP



The School

A close-up photograph of a child's hand holding a paintbrush, poised over a palette of various colored paints. The child is wearing a blue protective apron. The background is blurred, showing a classroom setting with other children and art supplies.

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The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate











senior school. Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role

We are seeking to appoint a Teaching Assistant, who is passionate about Art, to join the Art Department.

The post-holder, under the direction of the Head of Art, will work with pupils from Years 3-8 in providing classroom support during art lessons, running clubs, portfolio preparation, the ordering and help with the preparation and organisation of materials and resources, displays and using the kiln.

The Teaching Assistant is appointed by the Head and is responsible to the Senior Leadership Team via the Head of Art, Deputy Head Teaching & Learning and other relevant Deputy Heads, working to and with Art teachers on a daily basis.

The position is a full-time, permanent role with a start date of **September 2025**.



Main Duties & Responsibilities

The responsibilities of the Teaching Assistant (Art) will include:

- Supporting the teaching of Art lessons with children from Year 3 to Year 8
- Working with pupils on a one-to-one basis, small groups, or alongside the teacher, rotating and supporting as necessary within the classroom to ensure progress in their learning outcomes
- Preparing and running after school Art clubs (up to 2 a week)
- Helping the teacher focus on the academic and pastoral wellbeing of children in the class
- Preparing and setting out materials and resources for art lessons under the guidance of the teacher e.g. packing and firing the kiln (training will be given)
- Cleaning and putting away equipment after lessons
- Putting up and changing displays around the school celebrating children's work
- Assisting with routine tasks such as ordering materials, setting work in plaster, photographing work, IT and assessment records, preparing resources and power point presentations for art assemblies, parents evenings etc
- Carrying out administrative tasks such as photocopying, filing and organisation of worksheets, helping organise trips and clubs
- Maintaining the organisation and stocking of the Art rooms
- Maintaining an inventory of the Department's resources
- Accompanying children on art trips when required
- Supervisory duties i.e. gate duty, playground and lunchtime duties
- Providing cover for absent colleagues, where applicable
- Escorting and supervising pupils participating in after-school clubs
- Following guidance contained in the Departmental and Staff Handbooks concerning best practice
- Maintaining an up-to-date awareness of school policies
- Keeping accurate and full pupil records, as required
- Being attentive to the special educational needs of pupils
- Attending and contributing to appropriate/required departmental and general staff meetings
- Participating in INSET
- Such other comparable duties as the Head may require from time to time

It would be desirable for the Teaching Assistant (Art) to have:

- Previous experience of working with children in an educational setting
- Be comfortable covering Art lessons and clubs
- Strong IT skills and be willing to help create digital portfolios and displays



Person Specification

The Teaching Assistant (Art) needs to have:

- Enhanced disclosure via the Disclosure and Barring Service (DBS)
- Applicants must have a strong interest in Art
- The ability to use IT effectively to support learning
- Excellent organisational and communication skills
- Creative/artistic flair
- Excellent communication, listening and observation skills
- Ability to use initiative
- Ability to take direction
- Motivation to work with children and young people
- Ability to form and maintain suitable relationships and personal boundaries with children and young people
- Positive attitude to use of authority and maintaining discipline
- The ability to work as an effective member of the Upper School team
- Cheerfulness
- Enthusiasm
- Patience
- Good time-keeping



Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

Salary

We offer a competitive salary dependent on skills and experience. Salaries are paid by BACS transfer on the last working day of each month in twelve month equal payments.

Period of employment

Full-Time, Permanent, Term Time Only.

Working hours

Normal hours of work are 8.00 am to 4.30 pm (with a 30 minute break), Monday through Friday, term time only. The postholder will be required to work such hours as are reasonably necessary for the better performance of their duties.

Probation

This post is subject to a probation period of six months. The School may, at its discretion, extend the probationary period for a further period.

Notice

Following the successful completion of your probationary period, your notice period will be no less than half a term.

Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process. The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



Application

Newton Prep 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).

The School will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

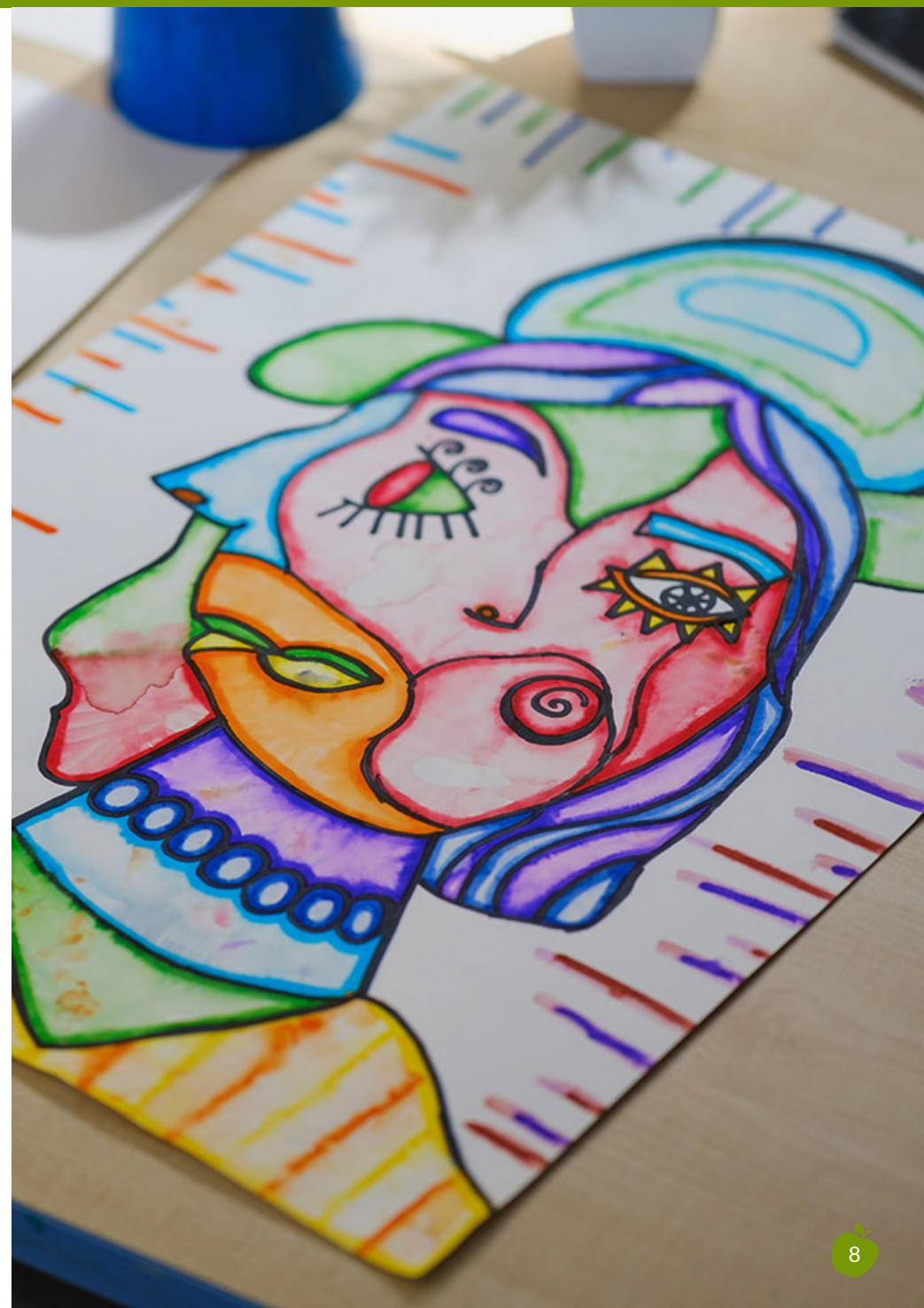
The closing date for applications is **9.00 am Monday 16th June 2025**.

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: hrassistant@newtonprep.co.uk.

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Formal interviews will be held week commencing **Monday 16th June 2025**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





Newton
PREP

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newtonprepschool.co.uk



Newton Prep Ltd