



Lower School Teaching Assistant

Candidate Brief

Newton
PREP

Contents

The School	3
Summary of the Role	4
Main Duties & Responsibilities	5
Person Specification	7
Summary of Terms & Conditions	8
Application	9



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 570 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 highly motivated, enthusiastic Teaching Assistant who will encourage pupils to participate in the social and academic life of the School, who will help enable pupils to become independent learners and who will help to raise their standards of achievement. The successful candidate will start in a Nursery class, with the possibility of deployment across other year groups as required.

The successful candidate will benefit from excellent facilities and resources. They will assist in the classroom under the direction of the Class Teacher, setting out and clearing away work and materials, supervising practical work, reading with children and supervising small groups for some academic activities under close instructions. Under the supervision of a qualified teacher you should be able to work independently and be capable

of working with small groups of children to support their learning and assess their progress and development. Applicants must have strong written and oral communication skills; a strong work ethic; the ability to work as part of a cohesive team combined with good organisational skills and the ability to form and maintain positive suitable relationships with children.

The Teaching Assistant is appointed by and responsible to the Head via their Class Teacher, Head of Year and the Deputy Head, Lower School.

Full-Time permanent (term time only) position with a start date as soon as possible from January 2026. Working hours will be 8.00 am to 4.30 pm Monday to Friday with a 30 minute break.



Main Duties & Responsibilities



The responsibilities of the Teaching Assistant include:

Support for the Pupil

- Providing support for individuals and groups of children for learning activities, both inside and outside the classroom
- Providing support for individuals and groups of children for learning activities, attending to additional learning needs
- Helping with the care and support of pupils including their personal hygiene and wellbeing (including supervising pupils with changing clothes and shoes)
- Assisting with pupils who are unwell or otherwise distressed
- Taking part in first aid training and being part of the first aid rota if the Medical Room Supervisor is not available
- Administering first aid if qualified to do so

- Establishing and maintaining relationships with individual pupils and groups
- Being an effective role model for pupil behaviour
- Working with pupils on individual targets set by staff
- Taking pupils to specialist lessons and after school clubs/activities, including the dismissal of those pupils at the end of the session

Support for the Teacher

- Supporting the Class Teacher in the everyday running of their class
- On occasion, being responsible for supervising the whole class e.g. reading a story to enable the Class Teacher to work with an individual or group

- Assisting teaching staff in the monitoring, assessment and evaluation of individual pupils' progress, providing them with feedback on observations undertaken or support given
- Raising awareness of teaching staff to the strengths and difficulties of individual pupils
- Assisting in the planning and evaluation of learning activities
- Assisting in the assessment of individual pupils
- Having competence in the use of ICT and support the use of ICT in the Classroom
- Taking the Teacher's lead in supporting pupils with learning difficulties, or those with English as an additional language
- Contributing to the management of pupils'

behaviour, both in the classroom and in the playground

- Raising the awareness of staff to any pressures on pupils which may result in behaviour problems
- Providing support for staff in developing effective approaches to managing behaviour; assist in setting behaviour targets
- Assisting in the maintenance of the learning environment and in ensuring that it is secure, safe and stimulating for the pupils
- Helping the Teacher or senior colleagues with routine tasks such as putting up displays and preparing lesson resources
- Attending Parents' Evenings as required and to assist the Teacher in the compilation of records and reports as requested ►



Support for the School

- Being punctual, smartly and appropriately dressed, and behaving in such a manner as is appropriate in line with the requirements laid out in our Staff Handbook, including the following of Health and Safety procedures
- Acknowledging that you are part of a whole school community and recognising your wider role and responsibilities within it
- Working together with colleagues to build a happy and positive working environment
- Helping minimise disruption through ill-health; assisting in covering for staff absence as required
- Building positive relationships with parents; feeding back any incidents or information from pupils or parents to the Class Teacher or Head of Year
- Keeping abreast of change and development in educational progress and thinking, and attending courses, to update your knowledge as required
- Recognising confidentiality, being aware of and acting upon all policies regarding 'Safeguarding Children', 'Every Child Matters' and Health and Safety where appropriate
- Translating other school policies into practice
- Attending and contributing to briefings, staff meetings, parent evenings and study days where relevant
- Attending occasional school open mornings (which take place on Saturdays) where required
- Supporting the staff with planning, assessing and recording information
- Being part of shared rotas, carrying out duties and supervisions such as playtime/ lunchtime and after school activities as required
- Working with the Class Teacher in the

planning of school activities, including plays/ productions, trips and visits

- Helping on school outings and at school events

General Duties

- Working in a manner which is safe and healthy for both yourself and others with whom you come into contact
- Complying with safety instructions and regulations
- Promptly reporting all safety hazards and unsafe working practices
- Being familiar with the School's Health and Safety Policy and complying with it at all times
- Working in a co-operative, diplomatic and flexible manner
- Fostering and maintaining good working relationships, acting as a courteous, friendly and professional member of the School Team

- Undertaking such additional duties as might be reasonably requested by the Head or other authorised person
- Being responsible for promoting and safeguarding the welfare of children and young persons and adhering to and ensuring compliance with, the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post, the Post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's Designated Safeguarding Lead (Deputy Head Lower School/Deputy Head Year 3-5) or to the Head.



Person Specification



The Teaching Assistant should have:

- An enhanced disclosure via the DBS
- Good literacy and numeracy skills (GCSE qualification in Mathematics and English, grade C or above or equivalent)
- A Level 3 qualification or above in Early Years
- Excellent communication skills which must include fluent, accurate written and spoken English
- Good organisational skills
- The ability to use ICT in the classroom
- Motivation to work with children and young people
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- A positive attitude to the use of authority and maintaining discipline
- An interest in teaching methods relevant to children of all abilities
- A strong cultural fit with the School's ethos and values with regards to enthusiasm, commitment and ability to take part in the full life of the School during and outside of school hours
- An ability to work as an effective member of the Lower School Team
- A warm and encouraging personality
- Good time-keeping
- Plenty of patience

It would be desirable for the Teaching Assistant to:

- Have previous experience of working in an education setting
- Be educated to degree level or beyond
- Have a sound understanding of the needs of children in the Early Years Foundation Stage



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 and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS.

Period of employment

Full-Time, permanent (term time only).

Salary

A competitive salary will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the successful candidate. Salaries are paid by BACS transfer on the last

working day of each month in twelve equal payments.

Working hours

Normal hours of work are 8.00 am to 4.30 pm Monday to Friday with a 30 minute break. You are required to be available for work at all times when the School is open, and at such other times (including before and after the School's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of your duties. You may also be required to undertake such other comparable duties as the Head requires from time to time.

Probation

This post is subject to a probationary period of six months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice. The School may, at its discretion, extend the probationary

period for a further period in the event it is considered necessary.

Notice

Following the successful completion of your probationary period, your notice period will be not less than half a term.

Holiday

You will be entitled to 30 days holiday (pro rata) which must be taken during school holidays. Your salary will be enhanced to take into account your holiday entitlement. You will be required to attend any dismissal or disciplinary hearing during school holidays on being given reasonable notice.

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 of employed staff attending Newton Prep (subject to satisfying the School's admission criteria).

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, 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 all successful 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 **11.00 am, on Thursday 19th February 2026**.

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: hrassistant@newtonprep.co.uk.

Alternatively, forward your completed Application Form 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**.

Interviews will be held in on **Friday 27th February**. 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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Newton Prep Ltd