



Beechwood Park

*Our future
starts here*

Recruitment Information Pack

Year 1 Teaching Assistant



A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Year 1 Teaching Assistant here at Beechwood Park School, joining our team of happy, dedicated staff.

We are an award-winning, co-educational preparatory school for children aged 3-13, set in 60 acres of idyllic parkland and woodland in the beautiful Hertfordshire countryside. We are located on the outskirts of the village of Markyate, six miles west of Harpenden, close to the border with Bedfordshire.

In January 2026 we announced the joining together of Beechwood Park School and St Albans School, uniting two schools with a shared ethos, a strong sense of community, and a long history of partnership. By joining together, we strengthened both schools and enhanced the opportunity for a continuous, high-quality education from ages 3 to 18, for families who choose it.

Our mission is simple: to help every child become the best version of themselves, and we recruit extraordinary people to help us to achieve this.

You would be joining a school that was awarded a significant strength at its most recent ISI Inspection, alongside a fully compliant and clean bill of health. Our highly experienced and friendly team of staff, excellent facilities, resources and opportunities make Beechwood Park an extremely exciting place to work.

Please read on for more details about the role, we look forward to seeing you soon. Your recruitment journey starts here. Our future starts here.

Best wishes,

Christian Pritchard

Headmaster



A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Pre-Prep and Middle Department. In 2005 Beechwood Park extended its provision to include children of nursery age, opening our purpose built Woodlands Nursery building on-site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with an outdoor classroom, an indoor swimming pool, recording studio, music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.



What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support and assistance.

A remuneration package including:

- £9,266 - £10,898 per annum, based on experience.
- The post holder is eligible to be a member of the APTIS pension scheme, with an employer contribution of 22.25%.
- Lunch in the school dining room during term time, and staff room refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.

Job Description

Position: Year 1 Teaching Assistant

Report to: Head of Pre-Prep

Contract Type: Part time 8am - 12.30pm, 4 days a week, Fixed term until 31 August 2027

Start Date: September 2026

Salary: £9,266 - £10,898 per annum, depending on experience

The Role

We are seeking a dedicated and enthusiastic professional to join our school as an exceptional Year 1 Teaching Assistant. The successful candidate will become a valued member of our fantastic team. The primary role of our Teaching Assistants is to work as part of the Pre-Prep team in supporting children in teaching and learning so that they make good progress academically and to support teachers in the preparation and delivery of lessons. They may be asked to act as a key person within an Early Years class.

Key Responsibilities

Daily/Weekly Routine:

- Ensure that all pupils feel happy and supported.
- Teach in the Pre-Prep setting.
- Set up the teaching environment ready for learners, with the team.
- Support children with intimate care as necessary.
- Complete daily risk assessments and welcome pupils, based on the rota.
- Input observations and contribute ideas in the weekly planning sessions.
- Record pupil's achievements, including on Tapestry Online Journal in the Early Years.
- Serve snacks and meals.
- Attend forest school, PE sessions and assemblies.
- Undertake playground duties.
- Take small groups of children or 1:1 to teach an adult-led activity; or teach through child's play.
- Put up displays, as required, around Pre-Prep.
- Understand and be able to follow emergency procedures.
- Meet all aspects of the EYFS framework.
- Act at all times within the BPS Professional Standards for Teachers.

Job Description

Key Responsibilities (continued)

Extra-Curricular / Pastoral:

- Ensure pupils keep themselves safe in accordance with the School's Safeguarding and Child Protection Policy, liaising with colleagues regarding the welfare and education of the children.
- Share in the pastoral responsibility for all pupils in the departments.
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the School's Pupil Conduct Policy.

Other:

- Promote and safeguard the welfare of all members of the school community by understanding and following the School's Health and Safety, Fire, Safeguarding and Child Protection policies and procedures.
- Actively support the values of the school at all times.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures.
- Promote the good name and reputation of the school.

Skills & Experience

Essential requirements for the role:

- GCSE level English and Maths as a minimum.
- Level 3 relevant childcare qualifications or the equivalent as a minimum.
- Safeguarding training.
- Ability to communicate clearly and effectively.
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life.
- High standard of personal presentation.
- Flexible and proactive attitude to work.
- An ability to liaise effectively with pupils, colleagues, parents and governors.
- An understanding and commitment to enact School child protection and safeguarding policy.

The Recruitment Process

Beechwood Park School's purpose is to provide an exceptional education, giving every child the best possible opportunity to lead a happy, successful and productive life.

The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Park Purpose, Vision and Mission across all aspects of its educational provision. Health and Safety, Safer Staff Recruitment, Child Protection, and the School Values stand as the four cornerstones of pupil and staff welfare.

The School requires all of its applicants for employment to complete an online application form that is structured in such a way that it is compliant with KSCIE requirements.

Applicants will be asked to produce original documentation of certificates and qualifications, and identity verification including evidence of the candidate's right to work in the UK. The School will undertake an enhanced DBS clearance check for the successful candidate. Beechwood Park School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our Head of People:

recruitment@beechwoodpark.com

We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Chief Operating Officer or the Headmaster. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.

To apply for the role:

- Applications must be submitted via the school's careers page at [MyNewTerm](#) and should include a supporting statement to detail your suitability for the position as you would in a letter of application.
- If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via recruitment@beechwoodpark.com
- Applications must be received by Sunday 21 June at 9pm.
- Visits to the school, by appointment, are welcome.



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Beechwood Park School, Markyate, Hertfordshire, AL3 8AW, United Kingdom
Email: frontdesk@beechwoodpark.com | Tel: 01582 840333

beechwoodpark.com

