



Warwick Preparatory School

## Information for Applicants

**Job Title: Teaching Assistant**

**To start: September 2026**

# A message from the Head



A warm welcome to Warwick Preparatory School; I am delighted that you are considering applying to work here.

Warwick Preparatory School is a large day preparatory school situated a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. We share our campus with Warwick School and King's High School.

We are a forward-thinking and vibrant school, built on traditional values and the pursuit of excellence in all we do. My team of staff are highly skilled and exceptionally dedicated, enabling our children to fulfil their potential and be the best they can be.

I hope this information gives you a sense of our very special school, I very much look forward to receiving your application.

**Hellen Dodsworth**  
Headmistress



# The School

Warwick Schools Foundation comprises: Warwick Preparatory School, Warwick Junior School, King's High School, Warwick School and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards on the Warwick campus, and, from September 2025, co-education 3 – 18 on our Leamington campus. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having full-time Teaching Assistant support. All the boys leave at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6), there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6, the vast majority of girls make the natural step to our sister school, King's High.

Warwick Prep has world-class facilities for the very best opportunities and experiences in the 21st century, with everything from a spacious Nursery to Art and DT Studios, Forest School, science laboratories and a separate music school. Our facilities include a sports hall, a gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools on our site give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

Numbers at the school are extremely healthy, with waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning, and become confident, creative, and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

[www.warwickprep.com](http://www.warwickprep.com)



# The Role

We are seeking to appoint outstanding and innovative Teaching Assistant from September 2026.

The Full Time Post will be in EYFS/ Key Stage 1 initially for 1 year.

The successful candidate will have an excellent rapport with young children, have relevant experience and qualifications, be committed to the highest standards of educational provision and be in sympathy with the aims and ethos of Warwick Preparatory School.

Under the direction of the Head of Pre-Prep the Teaching Assistant will provide support to the pupils in both the curriculum and pastorally, helping to raise standards by ensuring high expectations are set and adhered to. It will provide support to the teacher by supervising particular activities or groups and general admin support.

Responsible to: Head of Pre-Prep



# Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## Key Duties and Responsibilities

Under the direction of the Form Teacher to provide

SUPPORT FOR THE PUPILS by:

- Providing pastoral support to pupils within the school environment.
- Providing structured support in accordance with specific work programmes designed and supervised by individual teachers
- Using specialist knowledge / experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies.
- Supporting pupil's independence in learning.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required
- Contributing to raising standards by ensuring high expectations are set for pupils.
- Having involvement in the development and implementation of Individual Education / Behaviour Plans / EHC plans as required

SUPPORT FOR THE TEACHER by:

- Supervising pupils for a particular curriculum activity under the supervision and guidance of the Form Teacher.
- Undertaking some marking of planned work.
- In conjunction with teacher, recording pupils' progress, providing feedback to appropriate education professionals both within and outside the school.
- Supporting the teacher to develop appropriate learning plans to ensure progress is made.
- Providing general admin support for classroom activities e.g. preparing materials for agreed activities, tidying away, keeping resources organised.
- Providing brief periods of supervision during unplanned teacher absence under the direction of a teacher/designated member of staff (only for a class or group who are undertaking pre-planned work or where pupils are able to undertake self-directed learning).

SUPPORT FOR THE CURRICULUM by:

- Contributing to curriculum planning, evaluation and implementation, should this be long term cover.
- Contributing to development of school and year group procedures as and when required.
- Preparing and using appropriate teaching materials.
- Preparing and using specialist teaching equipment and resources to support pupils.
- Attending day trips, residential trips and supporting / running co-curricular clubs as agreed.



# Job Description

SUPPORT FOR THE SCHOOL by:

- Contributing to the overall ethos/work/aims of the school.
- Complying with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensuring all pupils have equal access to opportunities to learn and develop.
- Liaising effectively with teachers, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times at various times of the school day, including before and after school, according to contractual hours.
- Recognising own strengths and areas of expertise and use these to advise and support others.

You may also be required to undertake such other comparable duties as reasonably required by the Head from time to time.



# Further Details

The Employer is Warwick Schools Foundation.

## Salary

The salary scale for this role is Point 16 – Point 19  
£19,696 to £20,555 per annum actual wage  
FTE £24,871 to £25,956

## Working hours

The working hours are 36.75 hours per week over 5 days in a week.

Monday and Thursday 8:00am to 4:30pm

Tuesday, Wednesday and Friday 7:45am to 4:00pm

## Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff
- A strong, supportive staff community

## Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Appointment Method

Interview

## The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact HR at

[HR@warwickschools.co.uk](mailto:HR@warwickschools.co.uk)



## Appointment Timetable

Deadline for submission of applications (on the standard application form): Friday 26<sup>th</sup> June 2026 at 12pm, may close earlier if suitable applicant found

Interview date: To be confirmed



# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• NVQ3 or equivalent in relevant subject</li> <li>• Degree level or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training</li> <li>• Basic Food Hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Copies of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience working as a Teaching Assistant</li> <li>• Knowledge of the EYFS curriculum/ Foundation Stage Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Some understanding and awareness of SEN.</li> <li>• Experience of independent school education</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> </ul> Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Ability to support, encourage and build confidence and skills of children experiencing barriers to learning.</li> <li>• Good interpersonal organisational and communication skills.</li> <li>• Ability to deal sensitively with children and parents.</li> <li>• Ability to maintain the ethos of the school.</li> <li>• Able to work under direction but use initiative as the situation demands.</li> </ul>	<ul style="list-style-type: none"> <li>• Good ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> </ul> Professional references



	Essential	Desirable	Method of assessment
<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• Commitment to high standards.</li> <li>• Commitment to own professional development.</li> <li>• Commitment to collaboration, where appropriate, with other schools in the Foundation.</li> <li>• Support for school aims and policies.</li> <li>• Ability to be positive and enthusiastic.</li> <li>• Tact and discretion and understanding the importance of confidentiality and discretion.</li> <li>• Loyalty and dependability.</li> <li>• Soundness of judgement.</li> <li>• Ability to prioritise and organise self.</li> <li>• Ability to listen and work in a team.</li> <li>• Strong customer service focus.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels.</li> <li>• Ability to prioritise.</li> <li>• Creates a good rapport with staff, parents, and pupils.</li> <li>• Ability to organise self and work independently.</li> <li>• Ability to listen.</li> <li>• Ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies</li> <li>• A willingness to adhere to the school’s policy on safeguarding and to undertake training as required</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> <li>• Successful DBS Clearance</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>		





King's High School  
Warwick Preparatory School

King's High School  
Banbury Road, Warwick CV34 6YE  
01926 494485  
[kingshighwarwick.co.uk](http://kingshighwarwick.co.uk)

Warwick Preparatory School  
Banbury Road, Warwick CV34 6PL  
01926 491545  
[warwickprep.com](http://warwickprep.com)