



FRANCIS HOLLAND REGENT'S PARK

JOB APPLICATION PACK

GRADUATE TEACHING ASSISTANT
FULL-TIME | ONE YEAR FIXED TERM
TERM TIME + 2 WEEKS
REQUIRED SEPTEMBER 2026



Registered Charity: 312745

THE SCHOOL

Francis Holland Regent's Park is an academically selective independent day school for girls aged 11-18, located in the heart of London. Founded in 1878 by the Reverend Canon Francis Holland, it is one of three highly regarded independent girls' schools in the Francis Holland Schools Trust, with senior schools at Regent's Park and Sloane Square, and a preparatory school in Chelsea. For nearly 150 years, the Trust has built a strong reputation for delivering an exceptional, well-rounded, girls' education - shaping futures with purpose. Whilst each of the schools is proudly unique, with its own culture, identity, and community, the schools are united by a shared belief: that education is for life. This approach combines academic excellence with outstanding pastoral care, equipping pupils to flourish, find happiness and lead lives of purpose.

Francis Holland Regent's Park central location makes the school easily accessible. Pupils commute from across the city, supported by excellent public transport links, including numerous bus routes and proximity to Baker Street station. Whilst space in central London is limited, the school is fortunate to have Regent's Park right at the doorstep where pupils make daily use of its outstanding outdoor facilities for both sport and leisure.

While Francis Holland Regent's Park is a Church of England School, we warmly welcome pupils and staff of all faiths and backgrounds.

Entry to the school is competitive and pupils are selected via entrance examinations and interview at 11+ or 16+. Pupils achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. The School offers means-tested bursaries, up to 100% of fees, with Academic, Art, Music and Sport scholarships awarded upon application.

Moreover, the school offers a plethora of co-curricular activities, with over 90 clubs and societies running before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic success is regarded as essential for our pupils and all teachers are expected to contribute fully to co-curricular activities.

STAFF BENEFITS

The Trust and the School place great emphasis on the professional development of its staff body through CPD programmes, INSET training, and opportunities for upskilling and development into leadership roles. Staff who work within the Trust enjoy a significant range of benefits including:

- Wellbeing Scheme – Sparks, WellHub, 24/7 online GP access
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts with Benefiz
- Generous pension scheme with Aviva: support staff contribute a default 3% contribution matched with a 10% employer contribution.
- Enhanced Maternity and Paternity Pay
- 50% school fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support
- Approximately 20 fewer teaching days per year compared to the maintained sector
- Smaller class sizes compared to most maintained schools

Further information about our benefits package is available in the booklet accompanying this job application pack.

THE ROLE

Francis Holland Regent's Park is seeking to recruit a Graduate Teaching Assistant with a particular focus on Performance Arts to start in September 2026. This is an important and highly valued role within the School, providing broad support across academic, co-curricular and administrative areas. We are looking for someone who will quickly establish themselves to the school community and have experience of working with young people.

We are ideally looking for a university graduate who may be considering a career in teaching and who wants to gain a good understanding of how an excellent independent school operates. We anticipate that the candidate will be proactive with a strong team spirit. The candidate will work predominately in the drama and music department, therefore a particular interest in the rich variety of co-curricular offerings at the school is desirable.

All necessary training for the fulfilment of the role and its duties will be provided by the school, which will include Safeguarding and First Aid training.

This role is term time plus two weeks during the school holidays. The working pattern of this role is 8am – 4:30pm with a one hour unpaid lunch break. This role will be line managed by the Senior Deputy Head. The salary for this role is £31.2k full-time equivalent, which is prorated to £26k circa actual based on the working pattern.

JOB SPECIFICATION

The main responsibilities required of this role include:

- Support teaching and learning within the Music and Drama departments, particularly with organising co-curricular activities i.e., rehearsals, performances, concerts and productions
- To meet weekly with the line manager (or other delegated Senior Leadership Team member) to discuss weekly tasks.
- To cover lessons when teachers or other members of support staff are absent.
- To supervise pupils at break time and lunchtime via the rota of duties.
- To invigilate internal and public examinations, as required during the school year.
- To accompany school trips if required, which may include some weekends and during school holidays
- Act as a positive role model for pupils, demonstrating professionalism, enthusiasm and care
- To carry out administrative or other needed tasks in support of the school i.e. labelling and stuffing envelopes when there is a bulk mailing; sorting and collecting, covering and repairing textbooks; assisting with admissions events; undertaking photocopying and putting up displays; counting cash collected for charity events hosted by the School; assisting with second hand uniform sales; chasing attendance registers etc).
- Any other reasonable request from the Head related to this position of responsibility.

Desirable Attributes

- A strong interest in Music, Drama, or Performance Arts
- Educated to university degree level
- Experience of working with young people
- Strong communication and interpersonal skills
- A proactive, enthusiastic and flexible approach to work
- The ability to work well as part of a team and contribute positively to a busy department
- Excellent organisation skills and a willingness to take initiative
- Professionalism, reliability and a positive attitude
- Enthusiasm for the co-curricular life of a vibrant independent school, particularly in the creative arts

ROLE EXPECTATIONS

Detailed below are the main professional requirements expected of all staff:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus;
- to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual girls and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- to set homework, mark work and keep records as required;
- to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development;
- for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments;
- to be willing to participate in relevant INSET;
- to participate in staff appraisal; to undertake continuing professional development;
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to extra-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the School community;
- to carry out any other responsibilities reasonably required or delegated by the line manager or Head.

APPLICATION

Interested candidates are invited to submit an application on the schools website using the recruitment platform My New Term. The deadline to apply is by 8am on 18 May 2026 and shortlisted candidates will be invited to interview that week. Early applications are strongly encouraged, as applications may be reviewed and interviews held on a rolling basis. The school reserves the right to appoint at any time during the recruitment process.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.