



THE
KINGSLEY
SCHOOL

Information for Applicants

**Job Title: Teaching Assistant, Lunchtime Supervisor,
and After School Care Assistant**

To start November 2026



A Message from the Head

Welcome to the Kingsley School. We are a co-educational school in the heart of Royal Leamington Spa, proud of our long history of providing a high quality, supportive and broad education, in addition to our more recent membership of the Warwick Schools Foundation. We are a caring and high achieving learning community, supporting all students to achieve their best in and out of the classroom.

However, there is so much more to a Kingsley education. We want our students to experience the excitement of discovering that they can achieve more than they thought possible; we encourage them to embrace new opportunities and challenge and support them in developing resilience and determination. We celebrate planting a tree at Forest School as warmly as top grades and a beautiful painting as enthusiastically as gaining a place at a prestigious university.

We are a warm and supportive community. If you were to ask a member of staff, student or parent what they love about Kingsley, I can guarantee that our spirit of community will play a major role in their response. We believe in respect, kindness and caring. Our students really are at the heart of all we do, and we go the extra mile to ensure that every child is seen, heard, and known, and has a strong sense of belonging.

The Kingsley School is a happy and thriving place with a unique identity and spirit. It's also a rewarding place to work with passionate and dedicated staff who share the same belief and vision that every child can flourish.

Thank you for your interest, and I look forward to meeting you.

Mr Peter Bucknall
Head of School



The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 5 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

Our educational pillars

Academic Education

Inspiring excellence in all areas of learning, teaching, and student achievement

Academic Education offers exceptional learning opportunities with our 4D Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

Positive Education

Locating wellbeing at the heart of our school

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle – underpinned by world-class pastoral care.



Discovery Education

Facilitating experiential learning beyond the classroom

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

Future-focused Education

Cultivating the skills, knowledge, and confidence to create the future

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

www.thekingsleyschool.co.uk

Warwick
Schools
Foundation



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



Why work at The Kingsley School?

Staff come from a variety of professional backgrounds, and all find their place at The Kingsley School.



Sarah-Kate

Operations & Data Administrator

"Working as part of such a fantastic team is incredibly rewarding. Supporting students through this important stage in their education and seeing them grow is something I really value. I also love the opportunity to collaborate with teams across the school and the wider Foundation. It is very rewarding to know that the passion we put into our work makes a real difference to the future of our students."



Helen

Registrar

"I love having the opportunity to welcome prospective families into our nurturing and supportive school community and help them discover what makes Kingsley so special. From day one, I've felt welcomed by our staff and the wider Kingsley community, and it's lovely to be part of such a warm and caring environment."



Tim

Minibus driver

"I really enjoy working at Kingsley. It's such a kind and gentle school, but beyond that, it's a place where I feel able to bring my personality to my role. I feel seen, heard and valued, and that makes Kingsley a really special place to work."



The Role

We are seeking to appoint an outstanding and adaptable individual to join a vibrant and ambitious department in a thriving school.

The successful candidate will have excellent communication and people skills, a positive mindset, and a forward-thinking approach to the three in one position of Lunchtime Supervisor, Teaching Assistant and After School Care Assistant.

Hours of Work

12pm to 6pm

Pay Banding

Lunchtime Supervisor: Point 11

Teaching Assistant: Points 16 to 19

After School Care Assistant: Point 15

Location

Leamington Campus

Start Date

November 2026

Reporting Lines

The post holder will report to the Headteacher of the Preparatory School in respect of the Lunchtime Supervisor and Teaching Assistant role and to the Wraparound Coordinator in respect of the After School Care Assistant role.



Job Description

The Foundation considers this document 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.

Lunchtime Supervisor (12:00 – 13:20 Mon – Fri)

Duties:

Playground supervision

- Setting the tables for lunch, serving lunches and supervising in the dining room where necessary, helping to clear lunch tables and assisting in washing-up as appropriate.
- Dealing with minor first aid issues.
- Assuring a safe, caring environment.

Teaching Assistant (13:20 – 15:20 Mon - Fri)

Job purpose:

To work with guidance from teaching staff and on own initiative, to undertake work/care/learning programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

1. Support for pupils

- 1.1 Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- 1.2 Assist the teacher with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- 1.3 Establish constructive relationships with pupils and interact with them according to individual needs
- 1.4 Promote the inclusion and acceptance of all pupils
- 1.5 Encourage pupils to interact with others and engage in all learning activities led by the teacher
- 1.6 Set challenging and demanding expectations and promote self-esteem and independence
- 1.7 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

2. Support for teachers

- 2.1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 2.2 To contribute to planning and delivering a variety of learning experiences for the children
- 2.3 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 2.4 Assist with the tracking of children's independent learning



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- 2.5 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- 2.6 Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 2.7 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 2.8 Establish constructive relationships with parents/carers
- 2.9 Provide clerical/admin support e.g. photocopying, filing, preparation of resources.

3. Support for curriculum

- 3.1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- 3.3 Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- 3.4 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- 3.5 Making observations and recordings for EYFS Learning Journals

4. Support for school

- 4.1 Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 4.2 To adhere to the instructions and guidance in The Kingsley School's Employee Handbook. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 4.3 Contribute to the overall ethos/work/aims of the school
- 4.4 Appreciate and support the role of other professionals
- 4.5 Attend and participate in relevant staff meetings and Open Mornings and marketing events as required
- 4.6 Participate in training and other learning activities and performance development as required
- 4.7 Assist with the supervision of pupils at before school, at playtimes, serve lunches and supervise in the dining room where necessary
- 4.8 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.



Job Description

After School Care Assistant (15:20 – 18:00 Mon - Fri)

Job Purpose:

Ensure the delivery of creative and appropriate play opportunities in a safe, carrying and simulating environment, by providing a programme of activities, services and facilities designed to meet individual needs.

Duties:

- Work within policies and procedures.
- Assist with the supervision of a child centred activities by supervising the children at play and promoting positive play amongst the children, by reinforcing The Kingsley School's behaviour policy
- Provide full care for the children (nursery and school age), including the handover of children to classroom, and safe delivery of children to parents/carers
- Plan and prepare a range of activities for the children, fully assisted by the staff team.
- Maintain close liaison with The Kingsley Club coordinator, parents, school, and any other agencies in matters relating to the children.
- Ensure the cleanliness and tidiness of The Kingsley Club's Facilities, ensuring the designated area is clean and safe during the opening hours, ready for hand over to the school.
- Ensure the preparation of nutritious and well-balanced snacks
- Administer first aid as appropriate
- Provide general care and welfare for the children, including physical care and attention to personal needs.
- Assist in the day-to-day administration, record keeping and assessment, ordering and purchasing of materials and equipment
- Contribute to the promotion of The Kingsley Club to maximise usage and continued success
- Participate with meetings and training as appropriate.

Additional duties:

- Undertake such duties as the Headteacher, or those delegated by them, may from time to time reasonably expect within the level of the post
- The postholder must comply with the prevailing legal requirement under the General Data Protection Act and the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health and Safety problems and to implement safe working practices
- To adhere to school policy on safeguarding and update training as required.
- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.



Job Description

Health and Safety

As an employee you are expected:

1. To take reasonable care of your own health and safety.
2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The total salary for the three roles is £16,195 pro-rated/ actual per annum.

Benefits for Staff

- Staff Fee remission at The Kingsley School
- Lunch and refreshments provided during the working day
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- A strong, supportive staff community
- Employee Assistance Programme

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.

Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

Appointment Method

Interview.

The Application Form

Candidates should complete the online application form addressing the competencies outlined in the job description and person specification.

Completed applications should be submitted to hr@warwickschools.co.uk

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on g.mcillwraith@kingsleyschool.co.uk



Appointment Timetable

Deadline for submissions

Closing date: Monday 12 October 2026 at 09:00 am.

Interview date: Will be confirmed with shortlisted candidates.



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• Good numeracy and literacy skills. • Level 3 Early Practitioner qualification or willing to work towards this.	• Food Safety Training at Level 2 • Allergen Awareness Training Level • Manual Handling training • Basic Health and Safety • First Aid Trained	• Interview and application form
Experience	• Experience in working as part of a team. • Recent experience working as a Teaching Assistant • Knowledge of the National Curriculum, especially the national strategies for teaching English and Mathematics	• Previous experience in a similar role • Previous supervisory experience • Some understanding and awareness of SEN • Experience of independent school education	• Application form
Skills	• Ability to work as part of a team. • Ability to support, encourage and build confidence and skills of children experiencing barriers to learning. • Good interpersonal organisational and communication skills. • Ability to deal sensitively with children and parents. • Ability to maintain the ethos of the school. • Able to work under direction but use initiative as the situation demands.	• Recognise behaviour giving cause for concern and inform teaching staff • Good ICT skills	• Interview and references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards. • Commitment to own professional development. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • Support for school aims and policies. • Ability to be positive and enthusiastic • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Ability to listen and work in a team • Creates a good rapport with staff, parents and pupils	• Demonstrate being articulate, presentable, cooperative, 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. • Ability to organise self and work independently.	• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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