



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>KS1/KS2 Teaching Assistant – Surbiton High Girls’ Preparatory School</b>
<b>Job Purpose:</b>	To work with and support the pupils and classroom teachers at Surbiton High Girls’ Preparatory School to promote the highest standards of teaching, learning and pastoral care within all sections of the School.
<b>Reporting Line:</b>	Head of the Girls’ Preparatory School
<b>Tenure:</b>	Permanent, Part-time Monday to Friday, 8.00am – 4.00pm, 37.5 hours per week, 38 weeks of the year
<b>Start Date:</b>	September 2026
<b>Salary:</b>	FTE of £29,536 - £33,225; Actual salary £24,832 - £27,934

Surbiton High Girls’ Preparatory School offers a warm and caring environment where pupils can thrive both academically and personally. Emphasising individual development, we foster a culture of high achievement and motivation, ensuring our pupils excel in all subjects and achieve outstanding outcomes.

### Key Responsibilities:

#### Academic

- Having an understanding of the core curriculum in the year group
- Supporting children’s learning and developing their independence
- Assisting class teachers with lesson preparation including sorting, filing, photocopying, etc.
- Assisting with the planning and delivery of learning activities
- Assisting and supporting teachers in the setting up of lessons and the preparation and display of art and written work
- Fostering interest and enthusiasm for learning amongst the pupils as well as encouraging a general spirit of intellectual enquiry
- Assisting with recording observations of pupils as part of ongoing assessment and benchmarking, e.g. reading records, using SeeSaw
- Taking individuals or groups for curriculum support and in any sessions where extra help may be necessary
- Planning, delivering and evaluating interventions that meet teaching and learning objectives, with the support of the teacher, including phonics groups
- Being pro-active and seeking opportunities to support the team using your own initiative
- Supervising whole classes during the short-term absence of a teacher
- Attending and supporting the pupils in sports lessons where requested
- Accompanying teachers and pupils on out of school activities and taking responsibility for a group under the direction of a teacher



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## **Pastoral**

- Knowing the pupils throughout the School, but especially those in the classes taught, for whom you are a point of contact on matters of the pupil's wellbeing
- Playing an important role in the safeguarding of the pupils and recording concerns on the school's management system
- Participating in the School's programme for the personal and social development of the pupils
- Promoting the development and progress in the social, academic and co-curricular spheres of all the pupils in your care, under the guidance of the Head
- Running social, emotional and mental health (SEMH) interventions, such as ELSA or pupil mentoring, if applicable
- Carrying out supervision duties, including: early morning duty, morning playtime, lunch, after school duty and First Aid
- Actively assisting with the co-curricular provision
- Supporting at evening activities such as school productions and parent evenings, as reasonably requested by the Head
- Attending meetings, curriculum sessions, INSET sessions where applicable
- Undertaking any other duties which the Principal may reasonably request



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

### Qualifications

- Level 3 TA would be an advantage, but is not essential
- ELSA trained would be an advantage, but is not essential
- First Aid qualification would be an advantage
- GCSE in English and Maths (Grade C/4 or above) is essential

### Skills

- Ability to work co-operatively within a team
- Proven ability to develop effective professional relationships with pupils, colleagues and parents
- Excellent communication skills and command of the English language, both written and spoken, to enable effective communication with pupils, colleagues and parents
- Ability to work in a way that promotes the safety and wellbeing of children and young people

### Experience

- Professional experience of working with pupils in KS1/KS2
- Experience of group teaching and interventions would be an advantage, including the delivery of phonics

### Personal Qualities

- Enthusiasm and a passion for education
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Keenness to develop further as a Teaching Assistant in a well-resourced and supportive environment with co-operative and highly-motivated staff and pupils
- Punctual, self-motivated and excellent organisational and self-management skills
- Demonstrate the ability to take initiative
- Flexibility and openness to change
- A strong team player who enjoys collaborating with others and has a positive outlook
- Commitment to personal professional development, and therefore willingness to develop own skills
- Willingness to contribute to the wider education of pupils through the co-curricular programme, including attending residential trips
- Appropriate levels of personal presentation



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**Midnight, Thursday 25 June 2026**

**Interviews to be held week commencing:**

**29 June 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Contributory Pension Scheme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,610 pupils aged between 4 and 18. Our Junior Schools are divided into the Junior Girls' School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupils' well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*