



FRANCIS HOLLAND PREPARATORY SCHOOL

PLACEMENT YEAR TEACHING ASSISTANT – PE JOB APPLICATION PACK

1 YEAR FIXED TERM | TERM TIME ONLY | SEPTEMBER 2026

RENUMERATION: Circa £27k per annum FTE, Circa £23k per annum actual



**15 Manresa Road
London
SW3 6NB
Tel: 020 7352 7077**



FRANCIS HOLLAND PREPARATORY SCHOOL

GENERAL INFORMATION

Francis Holland Preparatory School educates girls from 4-11 located in Chelsea. The iconic building on Manresa Road offers a wealth of impressive facilities enabling the school to be two form entry with approximately 20 girls per class. We offer excellent academic and pastoral education to girls, including sport, music and other co-curricular activities. Francis Holland Preparatory School is known for its nurturing and friendly environment, and we deliver support and individual attention to all pupils. We offer them the very best platform for entry into their chosen senior schools, including Francis Holland's Senior School at Sloane Square. We have a warm and vibrant community that reflects the rich multicultural nature of this part of London.

Francis Holland Schools Trust is an educational charity, founded by Canon Francis Holland in 1878, educating over 1,300 girls and employing over 350 staff. The Trust manages two Senior independent day schools for girls across London; Francis Holland, Sloane Square and Francis Holland, Regent's Park, both educating girls from 11-18, in addition to our Prep School. Academic standards are consistently high, placing Francis Holland Trust Schools amongst the most successful in the UK. The staffing ratio is generous, and the School has its own attractive salary scale.



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ROLE OVERVIEW

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive university student to work as a Placement Year Teaching Assistant in the PE Department. This opportunity would suit someone who wants to work as part of a dedicated team and has a passion for sports and education.

We are looking for someone:

- To assist with PE lessons with respect to setting up for the lesson and coordinating the warm-up.
- To support PE staff with all lessons. This is essential for ensuring the safety of the children particularly when attending offsite lessons (including swimming).
- To be pro-active within the lesson, by listening to teaching points given by the staff member in charge and helping with correction for the pupils.
- To support pupils' learning in the context of fostering independence and encouraging good technical skills and in ensuring the behaviour is in line with the teachers' expectations.
- To have responsibility for closing down the lesson, ensuring that equipment is put away.
- To have shared responsibility for all the PE stores, checking them on a regular basis and ensuring that they are kept tidy and ready for the next user.
- To assist in administrative functions of the smooth running of the department, for example, photocopying, production of team sheets, maintaining display boards etc and other easily assigned tasks.
- To assist in the day-to-day maintenance of sporting equipment and first aid kits and inform the Head of PE of any problems.
- During the sports sessions, be linked to a particular activity to assist with the running of and coaching of the activity. This may be linked to areas of expertise or strength which the successful applicant is able to offer.
- To be willing to support staff and teaching and learning in other curriculum areas, outside PE Games, as requested.
- To support the school's co-curriculum provision and become actively involved with it.
- To accompany various sporting events and all fixtures. Taking responsibility for the collection of equipment and first aid kit and helping to ensure the safety of the pupils.



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- To check the planner regularly and ensure your availability for after school fixtures and Saturdays (if requested) - informing the Director of Sport in advance of any fixtures/events you are unable to attend.
- To undertake supervisory duties in line with the responsibilities of a Placement Student.

OTHER DUTIES

Child protection, discipline, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.
- To adhere to health and safety standards, abiding by the rules of mobile use as stated in the mobile phone Prep School appendix of the Online Safety Policy.

Appraisal

- Participating in any arrangements that may be made for appraisal.

Further training and development

- Reviewing from time to time your methods and programme of work.
- Participating in arrangements for your professional development.
- Undertaking such training as may be reasonably required by the School.

DESIRABLE ATTRIBUTES

- Works effectively as part of a team.
- Willing to learn new skills and attend staff INSET training.
- Has high expectations of pupils' attainment, progress and behaviour.
- Has good organisational skills.
- Is proactive and has a growth mind-set.
- Has experience of working with young children.
- Has a good sense of humour.
- Is flexible and confident when presented with new challenges.



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APPLICATION

The closing date for applications is: **8:00am, Monday 1st December 2025**. Interviews will take place **w/c December 8th 2025**. The school reserves the right to appoint at any stage. Please apply via the link below:

<https://mynewterm.com/jobs/101163/EDV-2025-FHPS-56368>

Our benefits package includes:

- Wellbeing Scheme
- 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 discount
- Outstanding professional development opportunities

Further information about the benefits package is available from peopleteam@fhst.org.uk

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.