

St Helen's School

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Teaching Assistant – Prep School Job Description



JOB DESCRIPTION

Teaching Assistant

The Purpose

St Helen's Prep school is looking to recruit two permanent, Prep Teaching Assistants, to start as soon as possible. The role is full time and term time only. The main purpose of this role is to assist the teaching staff in ensuring pupils across all primary ages are learning in a safe, supportive, and healthy environment in which they can both broaden and enrich their understanding of the world and enhance their social skills.

The Post

SALARY: £24,091.59 per annum based on FTE £31,938.27.

HOURS: 8:00am – 4:30pm, Monday to Friday, term-time only, including INSET days.

The role will report to: A Member of the Prep Senior/ Extended Leadership Team.

Main Responsibilities

Under the reasonable direction of the Director of Prep or any other teacher having appropriately delegated authority, the Teaching Assistant shall carry out the following professional duties:

- To add value to teaching and learning taking place within the classroom and across year groups and phases, ensuring the intended outcome of each lesson is understood and delivered
- To support pupils in small groups or one-to-one, under the supervision of Teachers
- To plan, deliver and evaluate small group and one-to-one structured interventions as directed by the Teacher
- To support pupils with Individual Learning Needs (ILN), including EAL, as directed by the Teacher or ILN Coordinator, ensuring that suitable curriculum adaptations are made to access high-quality teaching
- To scaffold learning to promote pupils' independence
- To promote and model the St Helen's Learner Habits and Character Attributes
- To support the emotional needs of the pupils, help build pupil confidence and enhance self-esteem
- To use strategies, in liaison with the Teacher, to support pupils to achieve their learning goals
- To work in collaboration and positive partnership with the Teacher
- To assist with classroom administration and organisation
- To participate in a rota of duties such as gate, coach, break, lunchtime and after school duties and cover these duties as necessary
- To cover across the Prep School as required
- To ensure the safe arrival and departure of pupils through supervision, ensuring there is effective communication with parents
- To support pupil welfare, referring them as necessary to the Nurse or Welfare Assistants
- To attend staff meetings and training as required, including INSET days
- To show a willingness to engage in ongoing professional development
- To follow responsibilities as defined in the Health and Safety Policy
- To promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy
- To support and promote the school's ethos, aims and objectives
- To assume other duties which may be reasonably required or delegated by the Director of Prep school.



The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- GCSE (or equivalent) in English and Maths at L4 or above
- Recognised level 3 childcare qualification e.g., supporting Teaching and Learning in schools NVQ/CACHE/BTEC
- Able to work effectively as part of a team.
- Able to take responsibility and show initiative.
- Demonstrates a warm and caring approach towards the management of children.

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience working with children across all primary ages
- Knowledge of Health & Safety standards required in a school setting
- An understanding of their role in terms of safeguarding pupils
- To run a co-curricular activity or lead pupils in an area of the school e.g. House Lead or School/Eco Council

APPLICATION PROCESS

Closing date: 22:00pm Thursday 29th October 2026

Interview date: 5th or 6th November 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

