



FRANCIS HOLLAND PREPARATORY SCHOOL

TEACHING ASSISTANT (GAP YEAR)

JOB APPLICATION PACK | TERM TIME ONLY

IMMEDIATE START OR APRIL 2026

SALARY: £22.5K P.A



15 Manresa Road
London, SW3 6NB
Tel 0207 352 7077

GENERAL INFORMATION

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, the Trust manages Francis Holland Preparatory School educating girls from 4-11 in the Chelsea borough.

The Francis Holland Preparatory School is an iconic building on Manresa Road offering 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 the two Senior Schools the Trust manages. We have a warm and vibrant community that reflects the rich multicultural nature of this part of London. 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.

The Trust also offers a generous benefits package for all staff which includes:

- Wellbeing Scheme with WeCare + 24/7 free online GP consultation
- Gym / Fitness discounts with WeHub
- 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
- Enhanced Maternity Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Smaller class sizes compared to most maintained schools

THE ROLE

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive professional to work as a Teaching Assistant for the remainder of this academic year. This role might be ideal for university students that are on a gap year or seeking work over their summer break. This opportunity would suit someone who wants to work as part of a small, dedicated team and has a passion for education. The working hours of this role are between Monday and Friday from 8am-4:30pm, with one day being from 8am-5pm for the weekly staff meeting. If this role is of interest, you will need to submit an application via My New Term by 8am on 23 February 2026. They will be assessed in order of receipt, and interviews may occur at any stage after applications are received.

DESIREABLE ATTRIBUTES

- Is passionate about education and exciting learning
- Has strong knowledge of English grammar rules; able to write with clarity and accuracy
- Has strong understanding of key mathematical skills
- Is comfortable working within an academically challenging Preparatory School curriculum
- Is enthusiastic and enjoys working with young children
- 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 strong ability to support literacy and numeracy
- Has good organisational skills
- Is creative and able to contribute to planning discussions
- Is proactive and has a growth mind-set
- Might have qualifications and training with TA work
- Has experience of working with young children
- Has a good sense of humour
- Is flexible and confident when presented with new challenges.

KEY RESPONSIBILITIES

- To work closely with the Class Teacher, supporting pupils to facilitate their access to a broad, balanced academic curriculum.
- To assist the Class Teacher in providing a stimulating educational environment in which all pupils can reach their potential.
- To support girls in a variety of subjects by having a strong understanding of English Language, Literature and mathematical skills for all age groups from age 4-11.

Support of the pupil and teacher:

- Help girls to learn as effectively as possible both in group sessions and individually by clarifying and explaining instructions given by the Class Teacher.

- Reinforce the learning principles being introduced by the teacher.
- Motivate and encourage girls to do their best through positive reinforcement.
- Support girls when they need additional help in areas such as: language, behaviour, maths, English, phonics and handwriting.
- Establish a supportive relationship with the pupils to promote and reinforce their self-esteem.
- Support the teacher and girls in creative subjects, including art, PE, and music.
- Support the teachers and girls during school trips.

Support for the School and General Duties:

- Prepared to get involved with various aspects of school life
- Consistently model the FHP Code of Conduct
- Follow the school's policies on safeguarding
- Support colleagues with playtime and lunch duties as required
- Support leadership of a club within the co-curricular timetable
- Attend school events as required
- Assist the teacher with setting up of the classroom for all lessons
- Ensure resources and equipment required are ready for use in lessons

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. 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.