



FRANCIS HOLLAND PREPARATORY SCHOOL

TEACHING ASSISTANT (KS2)
TERM TIME ONLY | PERMANENT POSITION
REQUIRED FOR SEPTEMBER 2026



GENERAL INFORMATION

Francis Holland Preparatory School educates girls from 4-11 in an iconic building on Manresa Road, Chelsea, which 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.

In addition to a generous staffing ratio and an attractive salary scale, the Trust also offers a benefits package for all staff which includes:

- Wellbeing Scheme with Sparks including 24/7 free online GP consultation
- Gym / Fitness discounts with WellHub
- 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/Paternity Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Smaller class sizes compared to most maintained schools

New staff will be enrolled onto the Francis Holland Schools' Trust Group Pension with Aviva (salary exchange scheme) to which members contribute a default of 3% (the 'Employee' Contribution) and Francis Holland Schools contributes 13.5% (the 'Employer' Contribution).

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

JOB SPECIFICATION

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive professional to work as a Teaching Assistant in Key Stage 2. 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 8am – 4.30pm four days a week, and 8am - 5pm one day of the week for the weekly staff meeting.

MAIN DUTIES

- To work closely with the Class Teacher, supporting pupils (through scaffolding or stretching) in order 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.

SUPPORTING GIRLS

- 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
- Through positive reinforcement, motivate and encourage girls to do their best
- Support girls individually as needed
- Establish a supportive relationship with the pupils in order to promote/reinforce their self-esteem
- Support stretch and challenge throughout lessons
- Alongside the teacher, provide pastoral support to the girls

SUPPORT FOR TEACHER

- Understand the emotional and social needs of the pupils through regular liaison with the Class Teacher
- Contribute towards the planning, monitoring, evaluation and record keeping of individual girls
- Regularly meet and reflect on girls' learning and progress with the Class Teacher
- Assist with preparation and support the girls during school excursions

GENERAL DUTIES

- Be prepared to manage 1:1 or small group interventions
- Consistently model the FHP Code of Conduct
- Follow the school's policies on safeguarding
- Support colleagues with playtime and lunch duties as required
- Support or take on 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
- Check the homework diaries and change the reading books

DESIRABLE ATTRIBUTES

- Is passionate about education and learning
- 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 English and maths
- Has good organisational skills
- Is creative and able to contribute to planning discussions
- 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.

JOB APPLICATION

Applications should be submitted through the link on the school website, using our application system MyNewTerm. The deadline for applications is 12 noon on **Tuesday 5th May 2026**. The school reserves the right to interview and appoint at any stage in the recruitment process.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.