



part of **Habs**

HABERDASHERS'
ELSTREE SCHOOLS

LOCHINVER
HOUSE



Teaching Assistant
Upper Key Stage 2

Full-Time or Part-Time One-year fixed term

LOCHINVER HOUSE SCHOOL

START SMALL, THINK BIG

Welcome from

Jonathan Wadge, Headmaster

At Lochinver House School, we believe that happiness is the key to success. Every child's journey is unique, and our role is to nurture curiosity, confidence, and compassion so that each pupil thrives. As Headmaster, I am proud to lead a community where kindness, honesty, and respect are at the heart of everything we do.

Joining our staff team means becoming part of a school that values innovation, collaboration, and the joy of learning. Whether preparing children for the next step in their education or guiding them toward becoming global citizens, our mission is clear: Start small, Think big.



About Lochinver House

Lochinver House is a leading independent co educational school in Potters Bar, Hertfordshire, welcoming pupils aged 3–13. We are renowned for our personalised approach to education, ensuring that every child is seen, heard, and supported. From Forest School adventures to specialist teaching in core subjects, our curriculum is designed to spark imagination and build resilience.

We are proud to be part of the Haberdashers' Elstree Schools family, strengthening our strategic vision and preparing our pupils for our preferential pathway to Habs and other leading independent senior schools.



Our History and Governance

Founded in 1947 with a vision of excellence and care, Lochinver House has grown into a thriving community rooted in tradition yet forward looking in ambition. Our governance is overseen by a dedicated board, led by Chair Helen Rosethorn, ensuring accountability, strategic direction, and alignment with the Haberdashers' ethos.



Strategy and Values

Our strategy is simple yet powerful: to prepare children for a lifetime of purpose. We place academic rigour at the heart of our approach, ensuring that pupils are challenged, inspired, and equipped with the skills to excel. This is balanced with creativity, pastoral care with independence, and tradition with innovation, creating an environment where children achieve highly while developing as confident, well-rounded individuals.

Our values of Kindness, Honesty, and respect are lived daily. They guide our decisions, shape our culture, and inspire our pupils to become thoughtful, responsible citizens of the world.

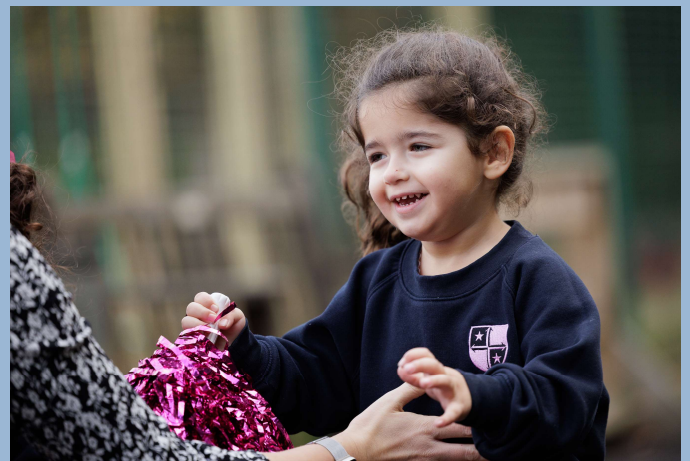
The Children



Lochinver pupils are happy, confident, and compassionate. They are encouraged to explore, question, and discover, with specialist teaching from the earliest years. Our International Primary Curriculum, Forest School, and wide range of enrichment opportunities ensure that every child's journey is both challenging and rewarding.

Pastoral Care

We believe that wellbeing is the foundation of achievement. Our pastoral systems are strong and effective, ensuring every child feels safe, supported, and valued. Pupil voice is central to our culture, represented through the School Council and other pupil bodies. Staff know each child individually, fostering a close-knit community where children are listened to and enabled to thrive.



Co Curricular Life

Beyond the classroom, Lochinver House offers a rich variety of opportunities. From competitive sport to robotics, from orchestra to drama productions, our co curricular programme builds resilience, teamwork, and creativity. Pupils are encouraged to discover hidden talents and pursue passions that will stay with them for life.



Our Staff Team

Our staff are the heartbeat of the school. Dedicated, specialist teachers bring expertise and enthusiasm to every lesson. Collaboration and professional growth are central to our culture, ensuring that staff feel supported and inspired in their roles.



The Department and Roles

Departments are led by experienced professionals who foster innovation and excellence. Roles within the school are designed to contribute not only to academic success but also to pastoral care and co curricular enrichment.



The Role

The main role of the Teaching Assistant (TA) is to support the children with their learning in Year 5 and Year 6.

The TA will work under the direction of the class teacher - whether in the whole class or on their own, with a small group or an individual – assisting in the delivery of the educational programme and curriculum as well as the extra-curricular provision. They will work as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills. They will maintain a high standard of professionalism in all aspects of appearance and behaviour and will be aware of the requirement for absolute confidentiality in relation to pupils and parents. Applicants must have experience of supporting children in Year 5 and Year 6

The role will include, but not be limited to, the following duties:

MAIN RESPONSIBILITIES:

SUPPORT FOR PUPILS

- Foster the participation of pupils in the social and academic practices of the school
- Assist in creating a warm, caring and friendly environment for the children which maximises their progress academically, socially and emotionally
- Enable pupils to become more independent learners
- Help raise the standards of achievement of all pupils
- With other assistants, be on call when minor first aid is needed (training will be provided)
- Observe, document and report children's learning outcomes, progress and next steps

LIAISON WITH TEACHERS

- Liaise in planning and develop feedback mechanism with teachers
- Ensure the Behaviour Policy is applied consistently across the Prep School
- Assist with general classroom responsibilities as directed by the teacher
- Attend staff meetings and training as required
- Discuss with, and report back to the teacher on the planning and teacher's assessments of pupils' work

SUPPORT FOR CURRICULUM

- Keep up to date with Health and Safety and Child Protection legislation
- Work in all areas of the curriculum
- Attend school trips as required
- Attend weekly staff meetings

SUPPORT FOR THE SCHOOL

- Carry out some supervisory duties of the pupils during break and lunch times
- Attend the relevant Induction Evening annually
- Attend Parents' Evenings during the year
- In negotiation with the school, work five days outside of term time (2 of which will be within the summer holiday) over the course of the academic year, as agreed with your line manager
- Promote the values of the school
- Attend all induction and training days

EXTRA-CURRICULAR OPPORTUNITIES

- Run an extra-curricular activity as part of the enrichment programme

Person Specification

QUALIFICATIONS AND TRAINING

- Minimum GCSE pass or equivalent in English and Mathematics
- Level 3 NVQ in Childcare and Education or Level 3 NVQ in Early Years Care and Education

EXPERIENCE

- Ability to support learning of children in Year 5 and Year 6.
- Valuing a growth mindset, nurturing independence, risk taking and resilience in pupils' learning and personal and social development
- Readiness to support extra-curricular activities after school and at other times
- Good organisation and planning
- Flexibility and resilience
- Ability to inspire and motivate
- Sense of perspective and a good sense of humour

Remuneration

We offer a competitive salary, aligned with experience and qualifications, alongside benefits such as professional development opportunities, pension scheme, and access to school facilities.

Application Process

Applications should be submitted via the MyNewTerm website. Shortlisted candidates will be invited for interview and a tour of the school. Appointments are subject to safeguarding checks and references.

