

Kew College Prep

Potential unlocked.

Learning Support Assistant - 1:1 Support



Kew College Prep is a **co-educational Prep School and Nursery for children aged 3-11**.

Based in Kew, West London, KCP is a friendly and family-orientated school which aims to prepare pupils for the modern world: balancing excellent academic standards and pastoral care with creativity, exploration, and community.

WELCOME FROM THE HEAD

Dear Prospective Applicant

Thank you for your interest in joining the school community at Kew College Prep. We are truly proud of our happy and inclusive school, where every child is valued and celebrated.

In every school, the staff are the greatest asset and means to success. At KCP we place great value on our staff and are committed to the development of all. With a focus on continued professional development, membership of leading organisations, and a range of personal benefits, this is an opportunity to join a warm and inclusive organisation.

KCP is great school in which to work, the staff support each other and the staff room is a place in which to be re-energised for the hard work we all do. We seek to recruit dedicated and talented individuals who share our aims and want to make their own contribution.

I am delighted that you are considering applying to us and hope that you feel inspired to submit an application. I look forward to the possibility of meeting you in due course.

With all good wishes,

Mrs Jane Bond - Head





Learning Support Assistant - 1:1 Support

Contract basis: Fixed Term

Advert closing date: 25 November 2026

Start date: January 2027 (or earlier)

Weekly hours: Part time - 15 hours per week. Monday - Friday (3 hours each day)

Working hours: tbc

Salary: £8,668 - £10,055 depending on qualifications and experience

Pension: Defined contribution scheme

Learning Suppor Assistant

We are looking for a kind, patient and enthusiastic 1:1 Learning Support Assistant to provide dedicated support for a child in the Early Years Foundation Stage.

This is a rewarding opportunity to make a real difference during an important stage in a child's early education. Working closely with the Class Teacher and Learning Enrichment team, you will help the child to access classroom learning, participate fully in school life, understand behavioural boundaries and develop their confidence, independence and positive relationships with others.
The successful candidate will have a calm, nurturing and flexible approach, with the ability to develop a warm and trusting relationship with the child. You will provide sensitive and consistent support tailored to the child's individual learning, communication, sensory and emotional needs, while encouraging independence wherever possible.

Experience of working with young children is essential, ideally within a school or Early Years setting. Previous experience of supporting a child or a pupil with additional needs would be particularly welcome, although equally important will be your patience, empathy, reliability and willingness to learn.

This role would suit someone who enjoys working closely with young children and understands how the right support can enable a child to feel happy, secure and confident within a busy and stimulating Prep School environment.





ABOUT KEW COLLEGE PREP

Our History

Kew College Prep was established in 1927 in a small room above a shop overlooking Kew Green. As it grew, it moved to a new premises in Mortlake Road, before moving again in 1939 to 26 Cumberland Road. It was then extended to 24 Cumberland Road, with a link extension joining the two properties. 30 Cumberland Road was obtained more recently, with the 3 properties making up the current school site.

The original site houses our Middle School and Nursery classes, an Octagon building at the rear housing our Infant classes, the Sedum building housing the Music Dept, Science Lab and ICT rooms and the recently redeveloped Upton building housing the Art room and our Upper School classes. The Sedum and Upton buildings are on a separate site one-minute walk away.

The school community celebrates its Founders and Benefactors in March each year on Founder's Day.

You can see more of the school site via our virtual tour on available on our website.



Ethos & Values

At KCP, we provide an open-door, cohesive community for children to grow as individuals. Academic attainment is not secured at the expense of the children's happiness or their interests in extra-curricular pursuits. Our school has the singular agenda to do the best by each child – from all angles.

We have systems, processes and operations in place to ensure that each child is provided with a tailored learning programme, helping them to unlock their full potential. Our children feel listened to and valued, and they enjoy an education that meets their personal needs. They progress with confidence to a senior school that is aligned to their aspirations and capabilities.

More importantly, it's a happy, friendly and caring community where children, parents and staff are united by a shared set of values. Our academic record is outstanding, while our caring approach and supportive atmosphere help every child to grow in confidence and find their place in the world. Our staff work hard to ensure the potential of every pupil is fulfilled to a high level.

We were recently visited by the Independent Schools Inspectorate and were delighted with the report produced after their visit. The report highlights our high-quality curriculum, our approach to emotional support and our pastoral care. It also recognises the range of the extra events and trips provided here at school and the significant benefit they have on the children's overall development

WHY WORK AT KEW COLLEGE PREP?

Kew College Prep is a welcoming, supportive and friendly place to work. From feedback and staff surveys are staff are happy, committed and satisfied in their workplace.

Key Benefits for staff are:

- Competitive salary
- Flexible Defined Contribution pension scheme
- Cycle to work scheme
- Free onsite lunches
- Staff events and celebrations
- CPD opportunities
- Discount for school fees (service requirements apply)
- Shop discounts
- Wellbeing support
- Generous annual leave





Safer Recruitment Statement

KCP is committed to safeguarding and protecting children and vulnerable adults. We are dedicated to ensuring that all our staff and volunteers are suitable and appropriate to work with those in our care.

We take all reasonable steps to create a safe environment for children and to protect them from harm. We encourage anyone with concerns to come forward and raise them with us. We expect all staff, volunteers and contractors at the school to share this commitment.

We will assess all applicants to ensure they are suitable for the role. This includes Disclosure & Barring check (DBS), background online checks, reference checks, medical suitability, prohibition checks and employment history checks.

This post is exempt from the Rehabilitation of Offenders Act 1974. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are ‘spent’ unless they are ‘protected under the DBS filtering rules) in order to assess their suitability to work with children.



APPLICATION PROCESS

Please note that applications will be reviewed as they are received, and so early applications are recommended. the school reserves the right to close the vacancy prior to the advertised closing date, if the right candidate has been found.

It is strongly recommended for you to refer to the Job Description and Person Specification before submitting you application.

Only completed application forms via our website will be considered. Please note that CV’s will not be accepted.

Email: recruitment@kewcollegeprep.com

Tel: 020 8940 2039

www.kewcollegeprep.com

Kew College Prep

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