

# Teaching Assistant

(Part Time, Fixed Term Contract)

For further details please go to the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](https://thomas-s.co.uk/join-our-team) or email [kenjoinourteam@thomas-s.co.uk](mailto:kenjoinourteam@thomas-s.co.uk)

**thomas-s.co.uk**



# Thomas's London Day Schools

## Welcome

### A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

## Aims

### We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

## Vision

### Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

## Values

### We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals  
Thomas's London Day Schools*



# Welcome to Thomas's Kensington

Thomas's Kensington is a dynamic, forward-thinking prep school offering an exceptional holistic education for children aged 4 to 11. Rooted in kindness and guided by strong values, our approach combines academic excellence with breadth, depth and joy in discovery. Pupils consistently achieve outstanding results, progressing with confidence to leading day and boarding schools across the UK. Just as importantly, they flourish through a rich array of opportunities in the performing arts, sport, outdoor learning and adventurous expeditions, developing the skills and attitudes necessary to navigate the future with confidence.

At the heart of this thriving community is a team of dedicated teachers who inspire, challenge and support every child to reach their full potential. We foster a warm and collaborative environment where staff and pupils alike are encouraged to think deeply, act with integrity and embrace every opportunity with enthusiasm.

We have also just moved into our brand-new, state-of-the-art premises at 1 St Alban's Grove, a unique and inspiring environment in which to work and learn. This exciting next chapter coincides with the arrival of a new Head who brings fresh vision and energy to our thriving community.

Thomas's Kensington is part of Thomas's London Day Schools, established by Joanna and David Thomas in 1971 to offer a vibrant educational journey with kindness at its core. Demand for places is high, and we are seeking exceptional educators to join our community. If you are ready to inspire the next generation and thrive in an environment where happiness, innovation and excellence are valued, Thomas's Kensington would love to hear from you.



# Application Details

Thomas's Kensington seeks an enthusiastic and dedicated Teaching Assistant to join our team one day a week on Fridays, on a fixed-term contract until the end of the academic year. The successful candidate will bring energy, creativity and, ideally, experience supporting Key Stage One pupils in the classroom.

Working closely with the Form Teacher and year group team, you will play a vital role in creating a safe, inclusive and stimulating environment in which children are supported to flourish academically, socially and emotionally. Part of a thriving, family-run group of independent day schools, Thomas's Kensington is renowned for its high standards, innovative curriculum and warm, supportive community.

The Recruitment Pack should be read alongside the information available on our website.

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Please note that referees will be contacted prior to the interview.

Competitive salary and conditions are offered.

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or email:

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**Closing date: Monday 26th January**

**Interview Date: Friday 30th January**

**Start date: As soon as possible**

**Hours 8 hours per week (Friday)  
0800 - 1600**

## Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- Death in Service Benefit
- Group Income Protection
- Salary Exchange Pension Scheme
- Free Daily school meals during term time
- Cycle to work scheme

## Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](https://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*

# The Role

## Teaching Assistant (Part Time, Fixed Term Contract)

Reporting to: Head of Lower School

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### Duties and Responsibilities

- Support teaching and learning by working with individuals, small groups and whole classes under the direction of the class teacher.
- Contribute to the creation of a safe, nurturing and inclusive learning environment that reflects the school's values and high expectations.
- Promote positive behaviour, independence and confidence in pupils, modelling kindness, respect and courtesy at all times.
- Support the smooth organisation of the classroom and learning resources.
- Contribute positively to the wider life of the school.

### Teaching and Learning

- Support pupils' learning across the curriculum, adapting activities and approaches to meet individual needs.
- Work with the class teacher and SENDCo to support pupils with additional learning, social or emotional needs. This may include individualised work with children, under the direction of the teacher/SENCo.
- Encourage pupils to develop independence, resilience and a love of learning.
- Assist with the preparation, organisation and maintenance of high-quality learning resources and displays.
- Support pupils during lessons, transitions, playtimes, trips and off-site activities, ensuring safety and wellbeing at all times.

### Professional Standards

- Uphold high standards of professionalism, conduct, punctuality and reliability.
- Build warm, respectful and professional relationships with pupils, colleagues and parents.
- Actively promote and safeguard the welfare of all children, in line with school policies and Keeping Children Safe in Education.
- Participate fully in staff meetings, training, INSET and professional development opportunities.
- Support colleagues and contribute positively to teamwork and school culture.

### Curriculum, Assessment, Recording and Reporting

- Support the class teacher in observing, assessing and recording pupil progress.
- Provide clear and timely feedback to teachers on pupils' learning, engagement and wellbeing.
- Support the preparation of materials, and information for parents' meetings, reports and school events as required.
- Maintain confidentiality and handle information sensitively and appropriately.



# Person Specification

## Skills, Experience and Qualifications

- Experience of working with children in an educational or childcare setting.
- A genuine interest in and commitment to supporting children's learning and development.
- Relevant qualifications or training (e.g. Teaching Assistant qualification) are desirable but not essential.
- Willingness to engage in ongoing professional development.
- Ability to support learning effectively under the guidance of a teacher.
- Strong communication and interpersonal skills.
- Good organisational skills and attention to detail.
- Ability to manage behaviour positively and support pupils' emotional wellbeing.
- Flexibility and adaptability to meet the changing needs of the classroom and school.

## Person Specification

- Warm, caring and approachable.
- Patient, calm and resilient.
- Enthusiastic and positive, with a sense of humour.
- Reflective and open to learning and feedback.
- Collaborative and supportive team member.
- Trustworthy, discreet and professional at all times.
- Committed to modelling the school's values and contributing to a kind, inclusive community







**Be Kind  
Be Thomas's**