



PRE-PREP TEACHING ASSISTANT

Full time hours – 8.00 am to 4.00 pm, option to work compressed week, 8.00 am to 6.00 pm across 4 days

Level 3 (or above) qualification in Early Years or Childcare (required)

Job Description



We seek to appoint from September 2026 a Pre-Prep Teaching Assistant to join our dedicated team of staff.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 23-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls school which prides itself on its excellent A Level results and the university places which its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#). St Catherine's aims to support all our staff and students equally. We want all members of our community to feel valued and to feel that who they are is important.



Overview of the Role

We are seeking to appoint an enthusiastic, energetic, and nurturing Teaching Assistant to join our Pre-Prep team from September 2026. This is a wonderful opportunity for someone who is passionate about supporting young children at the very start of their learning journey. Working closely with our dedicated EYFS team, Form Teachers, and the Deputy Head, Pre-Prep, you will play a key role in creating a warm, engaging, and stimulating environment where every child feels valued, confident, and inspired to learn.

Personal and Professional Qualities Required

We are looking for someone who:

- Holds a Level 3 (or above) qualification in Early Years or Childcare (required)
- Has experience with Early Years and/or Key Stage 1 children
- Has a genuine interest in how young children learn and develop
- Is positive, flexible, and enjoys working as part of a close-knit team
- Brings energy, kindness, and patience to every interaction
- Is reliable, punctual, and takes pride in their work
- Communicates well with children and adults alike
- Has good ICT skills (desirable)

Teaching Assistants at St Catherine's

At St Catherine's, every member of staff contributes to a safe, caring, and inspiring environment where children can flourish. We are proud of our collaborative and supportive culture, where teamwork and shared purpose are at the heart of everything we do.

We expect all staff to:

- Value and respect the individuality and wellbeing of every child
 - Build positive and professional relationships with pupils, colleagues, and parents
 - Work collaboratively and contribute to the wider life of the school
 - Take pride in the school and act as an ambassador for its values
 - Be reflective and committed to ongoing professional development
 - Contribute to a shared understanding of each child and their individual needs
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As a Teaching Assistant, you will support the Form Teacher in the day-to-day life of the classroom and help deliver high-quality learning experiences.

Key responsibilities include:

- Demonstrating good childcare practice and knowledge of current early years requirements and safeguarding practice.
- Supporting teaching and learning activities in the classroom.
- Preparing and clearing resources and activities.
- Encouraging independence while supporting individual needs.
- Observing children's learning and development.
- Promoting positive behaviour and engagement.
- Helping to create a safe, tidy, and stimulating learning environment.
- Supporting play-based learning and interacting meaningfully with children.
- Assisting with displays and classroom organisation.
- Being vigilant in safeguarding and pastoral care, reporting any concerns promptly to a member of the Prep Senior Management Team or Designated Safeguarding Lead.
- Building positive relationships with parents in partnership with the Form Teacher.
- Maintaining awareness of child development and individual needs.
- Being fully aware of children with allergies or medical needs, including knowing how to access medication.
- Responding appropriately to accidents or incidents: completing accident reports and intimate care records, and informing parents as required. Liaise with Medical team when necessary.
- Ensuring appropriate staff-to-child ratios are maintained at all times.
- Undertake daily duties as directed by the Deputy Head, Pre-Prep and the Deputy Head, Staff.
- Participate in school events; attend meetings, In-Service training, and annual functions which may occur out of school hours. Undertake occasional tasks, for example assisting with set-up of classrooms ahead of term, in school holidays or outside of normal working hours.
- Attend appropriate training as necessary. First Aid, Child Protection Training, and Food Hygiene and Safety are essential.
- Maintain a professional dialogue with the Form Teacher in order to evaluate routinely one's own performance as a Teaching Assistant.

For Teaching Assistants working until 6:00 pm, responsibilities between 3:00 pm and 6:00 pm will include:

- Supporting the EYFS (Pre-School and Reception) extended day provision, including supervising play and snack time, and assisting with toileting, handwashing, and transitions between activities.
- Assisting with Cat Club (after-school care for Pre-School to Year 6), ensuring the safety and wellbeing of all children while supervising snack time and supporting engaging indoor and outdoor activities, with particular attention to the needs of EYFS pupils.
- Escorting Pre-Prep pupils to, and supporting them during, extra-curricular clubs as required.
- Providing occasional administrative support in the Prep Office, as needed.

Practical Information about the Post

The Prep School caters for girls aged 3 to 11 years, in this leading girls independent school. We launched a term-time Pre-School class for girls aged 3 to 4 years in September 2024. Girls and staff benefit from excellent facilities across both the Prep and Senior School sites, including a swimming pool, theatre, chapel, and extensive playing fields. Pupils are taught by specialist teachers in PE, ICT, music, and ballet from Pre-School onwards. Staff throughout the School form a highly skilled, professional, and collaborative team who place the needs of the girls at the heart of everything they do.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening function to help support events, such as school plays or major concerts. These can often be combined with watching the girls in action in another sphere away from the classroom and seeing another side to them, which can be very helpful.

All staff are expected to attend the Prep School Picnic and Open Day and attend all INSET days, whether employed full-time or part-time. We value such teamwork and recognise the positive impact it has on promoting a cohesive wider school community.





Statutory ECT Induction, Staff Induction, Staff Review, and Continuing Professional Development

The School offers statutory ECT induction, as provided by the Independent Schools' Council, and a strong and well established system of mentoring and support for ECTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its pupils. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.

Remuneration

Salary will be based on the St Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

- Lunch is provided daily and all staff enjoy access to the School's leisure facilities (pool, tennis courts, squash court, fitness suite) when these are not in use by the girls or other visiting courses for a small one-off joining fee. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.
- A fee concession may be offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance assessment. For part-time staff any fee concession is calculated on a pro rata basis.
- Where applicable, non-teaching staff in the School are auto-enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.
- We offer a health cash plan, which covers an individual employee and their family members, providing cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP, and personal accident to name a few, which is a taxable expense. This benefit is reviewed annually.





Applications

The application should be completed on My New Term using the link to Job Opportunities below by 4pm on Monday 11th May and should take the form of:

- the completed My New Term Application Form via the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the application form.

Interviews will be held on Tuesday 19th May and Wednesday 20th May.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Naomi Bartholomew, Prep Head
April 2026



St Catherine's School BRAMLEY

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www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858