

Candidate Brief for the position of

Teaching Assistant – Lower KS2 Part-Time (3 days per week), Permanent, Term Time Only

Newton  
PREP

*Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022*



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# The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.

Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

## Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



## Summary of the Role

We are seeking to appoint a highly motivated and enthusiastic Teaching Assistant to encourage pupils to participate in the academic and wider life of the school, and to assist a team of four class teachers in this aim. The post-holder will work under the direction of the Head of Year to prepare learning resources and support the pupils' learning, in small groups and on a 1:1 basis.

The Teaching Assistant is appointed by the Head and is responsible to the Deputy Head Years 3-5 via their Head of Year, working with the respective class teachers on a daily basis.

Start date: **Monday 6<sup>th</sup> January 2025**



## Key Responsibilities

### The responsibilities of the Teaching Assistant include:

- Working cooperatively with the team of class teachers to support pupils as directed
- Supporting teaching and learning in co-educational classes of 17-20 pupils, small groups and a 1:1 basis
- Contributing to the pastoral care of children
- Supervising pupils as they move around the school site
- Helping the teacher with routine tasks such as displays and preparing lesson resources
- Supervisory duties i.e. gate duty, playground and lunchtime duties
- Providing cover for absent colleagues
- Following guidance contained in the departmental and staff handbook concerning best practice
- Maintaining an up-to-date awareness of school policies
- Being attentive to the special educational needs and disabilities of pupils
- Attending and contributing to departmental meetings
- Attending occasional school open mornings (which may take place on a Saturday)
- Attending and participating in INSET sessions
- Carrying out administrative tasks such as photocopying, filing and organising teaching resources
- Such other comparable duties as the Head may require



# Person Specification

## The Teaching Assistant needs to have:

- Good literacy and numeracy skills (at least a GCSE qualification in Mathematics and English, grade C or above, or equivalent)
- Excellent communication and interpersonal skills
- Motivation to work with children and to make a positive contribution to their learning journey
- An interest in working with children who may have a mild specific learning difficulty such as dyslexia
- The ability and willingness to use ICT effectively to support learning
- Positive attitude to applying the School's Behaviour Policy
- A strong work ethic and the ability to use their own initiative
- Ability to form and maintain suitable relationships and personal boundaries with children
- The ability to work on their own and as an effective member of the year group team
- Ability to build good working relationships with a range of colleagues
- An enthusiastic, positive disposition
- Patience
- Good time-keeping
- An enhanced disclosure via the DBS

## It would be desirable for the Teaching Assistant to have:

- Some previous experience of working with children in an education setting



## Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

### Salary

A competitive salary will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the successful candidate.

Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

### Period of employment

Part-Time (3 days per week), Permanent, Term Time Only.

### Working hours

Normal hours of work are 8.15 am to 4.45 pm (with a 30 minute break) three days per week. The exact days, to be discussed at interview.

### Probation

This post is subject to a probationary period of three months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice. The School may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

### Notice

Following the successful completion of your probationary period, your notice period will be not less than half a term.

### Holiday

You will be entitled to 30 days holiday (pro rata) which must be taken during school holidays and your salary (specified above) has been enhanced to take into account your holiday entitlement. You will be required to attend any dismissal or disciplinary hearing during school holidays on being given reasonable notice.

### Pension

The School operates a Group Personal Pension Scheme. The School will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The School

will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process. The School will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

### Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria).

### Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, training and development opportunities.



# Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and 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.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Friday 6<sup>th</sup> December 2024**.

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website [newtonprepschool.co.uk](https://newtonprepschool.co.uk). Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: [hassistant@newtonprep.co.uk](mailto:hassistant@newtonprep.co.uk).

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Formal interviews will be held week commencing **Monday 9<sup>th</sup> December 2024**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*







Newton  
PREP

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Newton Prep Ltd