



The Pointer School

Duties Assistant

The Pointer School is an Independent Christian prep and pre-prep in Blackheath, South East London. We are seeking an inspirational, dedicated and passionate duties assistant to join our thriving school on a fixed-term contract for one academic year.

The successful candidate will have a passion for working with young children and a commitment to the school ethos. The post is suitable for someone new to the profession or looking to get into teaching. We have a strong collegiate atmosphere and the successful duties assistant will become a key part of the continuation of this. Our pupils leave us after Year 6 to attend the very best schools in London and the right candidate will be able to support the classroom teachers as they guide pupils towards this. All TAs are expected to contribute to the co-curricular life of the school.

This position is for immediate start and is a full-time fixed-term contract expiring July 2026.

We can offer:

- A competitive package and an opportunity to work for an exceptional organisation;
- 50% fee discount (pro-rata) for children attending the school;
- Opportunity to work within a team of highly supportive and creative colleagues;
- Maximum class sizes of 20;
- Career progression through CPD and opportunities for internal promotion;
- Children that are polite, enthusiastic and excited to learn within a caring and happy environment;
- A school committed to doing the best for each and every one of its pupils.

Salary: £19,000 per annum

The Pointer School is totally committed to safeguarding the welfare of students and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS). Please note that the school performs online checks on shortlisted candidates prior to interview in line with statutory requirements as set out in Keeping Children Safe in Education (KCSIE).

At The Pointer School, we are committed to recruiting and retaining a diverse and talented team that reflects the vibrant community we serve. We believe that an inclusive workforce enhances our pupils' learning experiences and fosters a culture of empathy, respect, and belonging. We welcome applications from individuals of all backgrounds, and seek candidates who share our commitment to equity, diversity, and inclusion.