



FIDELIS
— COLLEGE —

Co-ed from September 2025 for ages 4-18



Information for Candidates

Teaching Assistant



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Executive Head's Welcome



Dear applicant,

Thank you for your interest in Fidelis College. We are an exciting new co-educational independent school for ages 4-18 from September 2025. We are ambitious for the success of our pupils, not just in terms of their academic qualifications but also their personal development and character.

We are looking for an enthusiastic Teaching Assistant, with a desire to be part of a collaborative school community supporting the academic and personal development of our pupils. The post holder will work closely with the SENDCO and other colleagues to promote high standards of inclusion and learning opportunities. We would also support applicants who wish to pursue an application for a Level 3 Teaching Assistant Apprenticeship.

If you feel that this role suits your strengths and interests, I encourage you to apply by Monday 2nd June 2025.

Thank you again for your interest and I wish you every success in your career.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Kemp'.

Mrs Maria Kemp



FIDELIS
— COLLEGE —
IN GAUDIO SERVIAMUS

Fidelis College

Join us as Oakwood, The Cedars & The Laurels Schools embark on an exciting new co-educational independent school from September 2025 for ages 4-18



Parents as the primary educators of their children

At Fidelis College, all our Staff see themselves as vital partners with parents in the education of their children. The basis of this partnership is loyal, mutual understanding of each other's complementary roles.

Personalised tutorials

At Fidelis College, we pioneer a personalised tutorial system. The tutorial system seeks to integrate the pursuit of academic excellence, life skills and the integral development of the student's character through the pursuit of virtue and noble ideals.

Character education

At Fidelis College, character education is rooted in school life. We emphasise the acquisition of virtue, those good habits – habits of mind, habits of heart and habits of action – that help us to become morally mature and self-directing in life – to be truly free. Freedom not seen as mere freedom from constraints but as a capacity to carry noble convictions into action. To acquire virtue, we need guidance and practice and at Fidelis these virtues are taught within the perennial values of the teachings of the Catholic Church.



Fidelis College Mission

At Fidelis College, we aim for all our pupils to grow into the best version of themselves, fulfilling their academic potential and, just as importantly, helping them to acquire the strength of character, personal qualities and moral compass that will stand them in good stead throughout their life.

We aim to do this by working in **close partnership with parents** to promote personal growth in every aspect of their child's life. In the academic sphere we encourage a **deep love of learning** and a **spirit of intellectual adventure** while providing a solid and supportive foundation for **success in public examinations**. Our **character education** programme places great emphasis on the **acquisition of virtue** through our **tutorial programme, extracurricular offerings** and in our **daily relationships** with others. We seek to appoint teachers who are not just experts in their field but who will be **excellent role models** for pupils and will lead by example. A rounded education also involves exposing our pupils to all the best that has been said, produced and written so that they become **culturally literate** and come to appreciate by themselves all that is good, true and beautiful. We aim to provide excellent **pastoral care** in a safe and supportive environment and encourage pupils to develop a sense of responsibility, physical and emotional wellbeing and a **spirit of generous service**.

Imbuing all our educational endeavours with the perennial values of the **Catholic faith**, we therefore seek to provide a **unique educational offering** preparing the pupils under our care to become fulfilled and happy individuals ready to face the challenges of life and able to make a positive contribution to society.

Job Description

Teaching Assistant

Salary: The salary for this post will depend upon the qualifications and experience of the candidate and will be discussed at interview

Starts: September 2025

Responsible to: SendCo

This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The key responsibilities of the role are:

The Core purpose of this role is to:

- Plan and deliver interventions to small groups of students
- Work with class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Provide support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Create structured activities that interest and motivate learners and advance their learning
- Liaise with parents/guardians where appropriate
- Communicate their knowledge and understanding of students so that informed decision making can take place on intervention and provision

Teaching and Class Management

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident;
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching support and through positive and productive relationships;

Other professional requirements:

- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach his potential and meet high expectations;
- Contribute to the life of the school through effective participation in meetings and management systems necessary for the smooth running of the school;
- Take responsibility for your own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and guardians as necessary;
- Support the Catholic ethos of the School having regard to the PACT Charter of Educational Principles;
- Carry out other duties as reasonably required by the Headmaster.

What we offer:

- A positive and supportive working environment in which staff help each other to develop;
- The opportunity to work with enthusiastic and well-behaved students;
- A school which combines the excitement of a growing school with respect for work-life balance;
- A school culture which values both personal development and high academic expectations.
- We anticipate that you may be considering teaching as a further career option and would support your development towards such a goal

This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The school reserves the right to appoint prior to the closing date.

May 2025

Person Specification

Teaching Assistant

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools ✓We would also support applicants who wish to pursue an application for a Level 3 Teaching Assistant Apprenticeship. 	<ul style="list-style-type: none"> ✓Level 3 Diploma in Childcare and Education
Experience and specialist skills	<ul style="list-style-type: none"> ✓Sensitivity and understanding for building good relationships with children ✓Excellent verbal communication skills for motivating children to learn ✓Active listening skills to understand the children's needs ✓The ability to create the best conditions for learning or teaching new things 	<ul style="list-style-type: none"> ✓Experience of a mixed setting
Personal qualities	<ul style="list-style-type: none"> ✓Enthusiastic with a a desire to be part of a collaborative school community supporting the academic and personal development of our pupils. ✓Patience and the ability to remain calm in stressful situations ✓To be flexible and open to change for working on different activities ✓Strong interpersonal skills and the ability to empathise with and relate positively to teenage girls and boys; ✓An understanding of, and commitment to support, the ethos of Fidelis College. ✓A willingness to participate in pastoral care, school duties and extra-curricular activities 	

Application Procedure

To apply for this role please visit:

<https://www.tes.com/jobs/vacancy/>

Closing date for this role:

Monday 2nd June 2025

Interviews will take place:

W/C Monday 9th June 2025

Enquiries about the role should be directed to:

Mrs L Sales, Head's PA, on 020 8185 7770 or E-mail: lsales@thecedarsschool.org.uk

Please note:

We do not offer visa sponsorship

Prove your Right To Work:

Proving a candidate's Right to Work Online, if they've given you permission to view their share code or the applicant's original documents

Fidelis College is committed to safeguarding and promoting the welfare of children. Our [Child Protection & Safeguarding Policy](#) can be found [HERE](#).

Fidelis College is legally obligated to process an **enhanced Disclosure and Barring Service (DBS)** check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the **Childcare Disqualification Regulations**. **It is an offence to provide or manage childcare covered by these regulations if you are disqualified.**

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Fidelis College's [privacy notice](#).

Please find our Safer Recruitment Policy [HERE](#).

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