Job Description
Ks1 or Ks2 Teaching Assistant

The Lyceum School

Responsible to: Class Teacher, SLT, and ultimately the Headmaster

Start date: 1st September 2026

Position: Full time

Application process: Please complete The Lyceum Application Form on the TES website. There is no need to send a CV.

Position: Full time

Application deadline: 9am on Friday 17h July

Interviews w/c: Monday 20th July

Join our enthusiastic and pupil focused team at The Lyceum School, which is located in the heart of The City of London. We seek to appoint a Teaching Assistant for Key Stage 1 or Key Stage 2 with a passion for working with children and who will enjoy contributing towards a creative, topic-based curriculum in a school with exceptional pastoral care.

The Lyceum School
The Lyceum School is an independent prep school for just over 120 boys and girls aged 4 to 11. Founded in 1997, the school is well known for its equal emphasis on the arts and academics. We provide a topic-based curriculum which links many subjects and allows our teachers to plan creative schemes of work that draw on their own knowledge and passions. We have specialist teachers for Music, PE, Spanish and Latin. We especially welcome applicants who can bring their own individual interests to the school. The Lyceum provides rigorous pastoral care that places pupils' well-being at the heart of all we do.

The Lyceum is part of a larger family of nursery, prep and senior schools called Dukes Education. Being a member of The Lyceum team means being a member of the Dukes family who provide CPD, conferences and many networking opportunities. Dukes' vision is to create a family of unique and extraordinary schools who support one another whilst maintaining their own identity.

Job Description

Reporting to the Assistant Head Academic via the Class Teacher, the Teaching Assistant will assist colleagues in offering and maintaining an excellent quality of education for children within the school's policies and procedures. It is expected that they will work with pupils in whole class, group and sometimes a one-to-one basis. Overseeing 1-1 SEND pupils will also be required. At times, the Teaching Assistant may also be asked to take responsibility of the class for short periods of time to cover in the absence of Class Teachers.

The Teaching Assistant should expect to:

- Maintain a safe, stimulating environment appropriate to the age of the children under the supervision of the Class Teacher
- Work in partnership with the class teacher, consulting and sharing information with him/her about the needs and progress of the children

- Enjoy working with children and have a positive attitude towards pupils of all abilities including those with Special Educational Needs
- Have discretion and be able to honour matters of confidentiality
- Possess patience and a sense of humour
- Have high expectations of behaviour and model mutual respect
- Be a reliable and flexible team player through working cooperatively with other members of staff, adapting to change and attending meetings
- Participate fully in the life of the school
- Be familiar with the procedures for fire drill and in the event of fire to be responsible for the group if necessary
- Always ensure the safety and security of the children
- Attend Parents' Evenings or other School functions as required
- Undertake any reasonable duties as requested by the Headmaster

Safeguarding Responsibilities

• To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures
• To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere
• To support in the provision of high-quality care and education for the children in the school; to fulfil legal and statutory requirements
• To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff
• To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection

The Lyceum School is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and checks with previous employers.