



Queen's College Preparatory School

Established 2002

Teaching Assistant (maternity cover)

The Role

Queen's College Preparatory School is seeking an experienced Teaching Assistant to join our exciting and forward-thinking school. Teaching Assistants enable access to learning for pupils and assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area. All members of staff are expected to make the education and welfare of pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. They forge positive professional relationships and conduct themselves in an appropriate professional manner at all times to foster the aims and ethos of Queen's College Prep and make a positive contribution to school life.

Reporting to: Form Teacher

Key Responsibilities

The successful candidate will be required to:

- Provide general administrative and classroom assistance to class teachers in charge of effectively delivering pre-planned lessons
- Assist the teaching team in ensuring that pupils behave and conduct themselves properly, both within and outside the classrooms
- Assist the teachers in ensuring that all equipment used is safe and specific to the activity and age group
- Assist in the supervision of children in the garden
- Assist in the filing of classroom documentation
- Assist in the setting up and preparation of classroom and/or school activities
- Assist in the organisation and maintenance of resources
- Photocopy, laminate, sort, file and assist in the preparation of resources for lessons to be used by the teacher and/or teaching team

Support for Learning

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, agreed with the teacher, to support pupils to achieve learning targets
- Assist with the planning of learning activities on a regular basis
- Contribute to the selection and preparation of appropriate teaching resources
- Monitor pupil responses to learning activities and accurately record achievements and progress as directed
- Provide detailed and regular feedback to teachers on pupil achievement, progress, issues etc.
- Promote good pupil behaviour, deal promptly with conflict and minor incidents in accordance with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents
- Assist with the display of pupils' work
- Provide clerical/administrative support e.g. photocopying, filing etc.
- Assist pupils to change for PE and swimming as necessary
- Supervise pupils when travelling to PE activities
- Accompany pupils who may be ill or injured to the medical room

Support of the School

- Be aware of, and comply with, school policies and procedures e.g. safeguarding, health and safety, confidentiality and physical intervention
- Contribute, in whatever ways possible, to the overall ethos, aims and work of the school
- Contribute to the Co-Curricular Programme
- Appreciate and support the role of other professionals
- Attend all relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including break times
- Accompany teaching staff and pupils on visits, trips and out-of-school activities, as required, and take responsibility for a group, under the supervision of the teacher
- Undertake any other duties that the teacher may reasonably direct

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

Essential

- Educated to Level 2 qualification or above e.g. GCSEs
- Working knowledge of the National Curriculum
- Understanding of Safeguarding and Child Protection protocols
- Strong interpersonal, written and oral communication skills with the ability to deal confidently with a range of people including staff, parents and pupils
- Commitment to the ethos of the school
- Commitment to continuing professional development (CPD)
- Comfortable working as part of a team
- Strong IT skills
- Outstanding organisational skills
- An ability to relate well to children and develop effective, professional working relationships with adults
- Passion, resilience, integrity and optimism
- Approachable and empathetic to the needs of others
- Enthusiasm and an ability to use own initiative
- Ability to prioritise and work flexibly as workload requires and a willingness to take ownership of tasks
- Attention to detail and ability to actively question and clarify information
- A role model who demonstrates professionalism at all times
- Ability to work under pressure and meet deadlines
- A keen sense of humour and a positive 'can do' attitude
- Able and willing to undertake additional duties as part of the whole-school team
- A belief in the unlimited potential of every pupil

Desirable

- First Aid qualification
- Experience of working with KS1 pupils
- An understanding of the London Independent Schools market

Terms and Conditions

- Full time
- Fixed term for two terms (maternity cover position)
- Start date: September 2025
- Normal hours of work: 8.00am – 4.00pm, Monday to Thursday; 8.00am – 3.30pm Friday (term time only)
- Competitive salary, dependent on qualifications, skills and experience
- Free lunch in the Dining Room during term time
- Defined Contribution pension scheme (up to 10% employer contribution)
- Healthcare insurance (taxable benefit)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.