



St David's Prep

EARLY YEARS TEACHING
ASSISTANT

CANDIDATE PACK

Job Description

We are looking for a friendly caring well motivated person who enjoys working as part of a team. The successful candidate will have high standards for children's achievement, behaviour and well-being. They will have good communication skills with both pupils and adults within school.

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Key Responsibilities

- Use strategies, in liaison with the class teacher, to support pupils to achieve Early Years Foundation Stage objectives - The Early Learning Goals
- Assist with the planning of learning activities - including being able to assist with planning to enhance outdoor learning
- Be flexible and embrace the 'in the moment' teaching style
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents/carers
- Carry out observations using Tapestry with class teacher
- Support groups within the class, e.g., phonics, circle times and focused activity learning
- Duties may include helping with toileting and changing as the need arises
- Helping to develop programmes of learning activities and adapting appropriate materials
- Motivating and encouraging pupils
- Attending meetings and reviews
- Any other roles as required by class teacher or member of Senior Management
- 5 days holiday club per school year
- Undertake training and CPD, as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time, as required
- 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.
- Teaching assistants are assigned to a particular class for an academic year. However, the school will deploy teaching assistants as the needs of the school dictate.
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.



Hours, Salary & Benefits

Hours: Full time hours. Permanent role.

Salary: Competitive salary available dependent on experience and qualifications

Benefits:

- Pension contribution 5%
- EV scheme with Octopus Energy
- Cycle to work scheme and shopping discounts
- Means tested staff discount
- Complementary lunch
- 25 days paid holiday + bank holidays per annum
- Access to the group's counselling scheme
- Personal accident at work cover
- Access to fully funded apprenticeships, up to L7

Contact Details

If you have any further queries about this role, or need assistance with your application, please contact Sarah Handy, School Business Manager

sarah.handy@stdavidsprep.com

Application & Important Information

Applicants should complete the school's application form and submit it to Sarah Handy, School Business Manager. Alternatively, you can apply on TES. [Link here.](#)

Application Deadline: 9th May 2025 12pm
Interview Date: 16th May 2025

Applications will be viewed as they arrive. This role will commence in September 2025.

An enhanced DBS disclosure and references will be required for this post.





St David's Prep

St David's Prep is an independent prep school situated in West Wickham. It is a selective, co-educational day school with a happy family atmosphere. We cater for children from 3 to 11 years old. Our aim is to develop the academic and social potential of each child to the full. St David's is a member of Wishford Schools. Under the leadership of Head, Julia Foulger the school is in the midst of an exciting period of modernisation and development, with investment and support from the Wishford Group.

For more information, please look at our website

<https://www.stdaidsprep.com/>

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Wishford Education

In March 2024, Rupert House joined Wishford Education, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire, Oxfordshire and Kent. Schools work closely with the group's senior leaders to define strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information, please look at our website <https://wishford.co.uk/>

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.