BRYANSTON

JOB DESCRIPTION

JOB TITLE : Prep School Teaching Assistant

RESPONSIBLE TO : Prep SENCO

DEPARTMENT : Prep

DATE OF ISSUE : October 2026

MAIN PURPOSE

Teaching Assistants will work under the instruction of the teachers to support the delivery of quality learning and teaching to raise standards of achievement for all pupils, whilst providing a caring, stimulating and educational environment in order for every child to be happy and have the opportunity to learn and develop, whilst following the School's policies and procedures. The Teaching Assistant will support the teacher in all elements of classroom practice, including the management of pupils, preparing resources and maintaining the learning environment.

SPECIFIC DUTIES AND ACCOUNTABILITIES

- Work closely with teachers to enable teaching and learning in classes.
- Work flexibly across the Pre-Prep and Prep as required.
- Act as a liaison with parents in the absence of the class teacher.
- Work with pupils on individual targets set by teaching staff.
- Work with small groups of pupils on teacher-set tasks.
- Assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken.
- Understand the needs of pupils with whom working and contribute to the planning of learning activities.
- Support the pupil's pastoral needs as required.
- Monitor the pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on the pupil's achievement, progress etc.
- Offer a nurturing and encouraging approach to pupil development.
- Liaise with colleagues, parents and outside agencies in a professional manner, being aware of confidentiality.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Operate in accordance with School's policies and procedures as detailed on the School's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the School's Health and Safety policy and the Health and Safety at Work Act.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications		
Experience	• Previous relevant experience. • Experience working with children with dyslexia and other additional learning needs.	• Experience working in an educational environment similar to Bryanston.
Knowledge	• Some knowledge of the Key Stages 2 and 3 curriculum. • A good understanding of safeguarding principles.	
Behavioural competencies and qualities	• Ability to communicate clearly. • An ability to demonstrate a calm, empathetic and nurturing approach. • A positive mindset. • A flexible approach to adapt and adjust to meet needs on a daily basis. • Self-motivated and able to use your own intiative. • Ability to interact with people at all levels and ages, particularly pupils and teachers. • Ability to work without regular supervision / management. • The ability to work well alone and as part of a team. • Professional appearance. • Physically capable and medically fit to undertake the role. • Suitable to work with children.	

Bryanston is committed to celebrating diversity and a culture of open-mindedness and inclusion. We welcome, respect and value people of different ages, gender identities and faiths; with different types of families, sexual orientations, cultural backgrounds and disabilities. We stand against everything to do with discrimination and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance.

The welfare of Bryanston pupils is of paramount importance. The School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment. The postholder for this position will be engaging in regulated activity and, as such, assumes a shared, though no less significant, responsibility for ensuring that our pupils are robustly and appropriately safeguarded at all times.

All successful job applicants will be required to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Terms Of Appointment

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Appointment date
As soon as possible.

Salary and Benefits
Competitive remuneration package. The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enroll the employee in a pension scheme when required by law.

Hours of work
The hours of work for this position are 08.30 – 14:00, term-time only, Monday – Friday.

Medical Fitness
Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Checks
As a School, Bryanston requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. The School's policy and procedures concerning safeguarding and child protection and the recruitment of ex-offenders and security of disclosure information can be found on our web site: https://www.bryanston.co.uk/page/?title=Policy+Documents&pid=12

In addition, all new employees are required to provide two satisfactory references, one of which should be from a current or previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/ and a copy of the Code is available upon request or from the Home Office web site: http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop

Applications

The closing date for applications is Friday, 4th November 2026 and interviews will be held shortly thereafter.

All applicants are asked to submit an online application form via the Bryanston website together with a letter of application and the names and addresses of two referees who may be contacted prior to interview. This is designed to provide comparable information on all candidates, and may be accompanied by a letter of application. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient.

- Two forms of original identification, i.e. passport, current photo card driving license or a full birth certificate.
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.
- Proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

For further information on the recruitment process and relevant policies, please visit our web site www.bryanston.co.uk.