



INFORMATION FOR CANDIDATES

Teaching Assistant Pre-Prep September 2025

The closing date for applications is **Monday 19 May 2025 at 12.00 noon**.
Early applications are advised. The school will review applications as they come in and reserves the right to make an earlier appointment.





THE ROLE

We are seeking a **dedicated and experienced Level 3 Qualified Practitioner** to join our team. This is a full-time permanent position, required for the hours 8.00am-4.00pm (3 days) and 8.00am-5.00pm (2 days).

Working closely with staff and parents you will ensure high-quality care and education for children in the Pre-Prep, promoting a safe, stimulating, and nurturing environment.

Responsibilities include:

Teaching and Learning

- Assist the class teacher with the preparation and delivery of learning activities tailored to the PYP curriculum objectives.
- Provide individual and group support to students, including those with special educational needs.
- Foster a positive and nurturing learning environment that encourages student progress and confidence.
- Support students' social, emotional development, promoting positive behaviour and independence.
- Help manage classroom resources and materials and contribute to the organisation and display of student work.
- Supervise students during playtime, lunch, school trips, or other activities as required.
- Record and report observations on student progress to teachers, helping to inform planning and assessment.
- Collaborate with teachers, Learning Enrichment and other staff members to ensure consistent support and communication.

After School Care until 5pm (two days a week)

- Look after any Kindergarten and other Pre-Prep children as required from 3.00pm until they are collected.
- Administer a light snack to children during this time (no preparation needed).
- Play games, engage with children, read with them, talk to them and generally provide a safe, relaxing and enjoyable after school care experience.
- Recommend resources for purchase.
- Ensure students are signed out by parents in an accurate manner and parents are treated courteously.
- Ensure students are signed in / collected for After School Care in a safe and timely manner.
- Take responsibility for the pastoral care of each student in After School Care for this time and pass on any relevant information to other staff to ensure their safety and wellbeing.

The above list is not intended to be exhaustive and details of the terms and conditions of employment at St George's are to be found in the Staff Contract.



PERSON SPECIFICATION

- Level 3 Qualification in Early Years or equivalent (essential).
- Experience in an EYFS or KS1/2 setting.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, parents, and colleagues.
- Commitment to safeguarding and promoting the welfare of children, with up-to-date knowledge of relevant policies and procedures.

SAFEGUARDING

St George's School Windsor Castle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

REMUNERATION

St George's has its own salary scale. All full-time staff at St George's are entitled to apply for a means-tested fee discount of up to 50% for their child / children (subject to satisfying the admissions criteria and availability).

HOW TO APPLY

All completed application forms (which can be found on the school website) should be sent for the attention of Emma Adriano, Deputy Head and Head of Pre-Prep, by email to: recruitment@stgwindsor.org.

Forms should be received no later than **12 noon on Monday 19 May 2025**. Early applications are advised. The school will review applications as they come in and reserves the right to make an earlier appointment.

St George's School Windsor Castle is an equal opportunities employer. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex or sexual orientation.