

TEACHING ASSISTANT

APPOINTMENT BRIEF

To start:
September 2026 (Full time/Part time available)



ABOUT CATERHAM

We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



THE JOURNEY STARTS CATERHAM PREP

Caterham Prep is an IAPS co-educational day school that is an integral part of Caterham School. At Prep we cater for children from four to eleven years of age. Most of our pupils go on to join our Senior School, which in turn caters for pupils from eleven to eighteen years of age.

Caterham Prep School seeks to provide an inspiring education preparing all of our young people for the senior school.

We believe that education should challenge pupils to be the best that they can be at all times, to instill in them the habits of learning that will see them succeed in any context, to provide opportunities for pupils to find success and fulfilment through achievement and excellence and to leave them with a love of learning and exploration that will stay with them throughout their lives.

Learning to learn is a key facet of a Caterham education and our classroom experience encourages innovation, independence and collaboration. Wellbeing and pastoral care is at the heart of all we do and we firmly believe that children succeed when they feel safe, supported and secure and when their educational journey is built around what is right for each child.

As you will see as you explore our website, we offer a broad selection of subjects and activities. Our pupils benefit from a stimulating, supportive and challenging learning environment. Our commitment to investing in technology that supports the highest standards of teaching, together with our beautiful grounds and buildings, offers our pupils a unique learning experience as they develop through their formative years.



THE ROLE CATERHAM PREP

We are delighted to offer a rare opportunity to join our Pre-prep team at Caterham Prep as we are seeking two enthusiastic and committed Teaching Assistants. These will play a key role in supporting our pupils to thrive within a school that is ambitious, nurturing and forward-thinking.

Initially based in the Pre-Prep, you will work in close partnership with the class teacher to support high-quality teaching and learning, ensuring every pupil is supported and challenged to achieve their best. We are looking for adaptable team players who are willing to work across the Prep School in the future, reflecting the collaborative and flexible nature of our staff team.

Role 1: Thursday and Friday, 8:00am - 4:00pm (term time)

Role 2: Monday - Friday, 9.30am - 6:00pm (term time, includes After School Club)

This role has a broader remit across the Pre-Prep, including oversight of playground provision, leading and organising breaktime and lunchtime supervision.

Key Responsibilities include:

Work alongside the class teacher to deliver engaging and purposeful learning experiences

Encourage independence, curiosity and a growth mindset

Support pupils' social and emotional development, helping creating a calm and inclusive learning environment

Confidently support or teach children according to their educational needs, including planning, and leading a regular small group phonics session

Build positive, respectful relationships with pupils promoting high standards of behaviour through positive reinforcement

Support early reading, phonics, writing and numeracy skills

Contribute to observations and assessment to support pupil progress

Support pupils' social and emotional development

Support pupils during a range of curriculum activities, including PE and swimming sessions, promoting participation and confidence

Assist in the preparation, organisation and maintenance of classroom resources and equipment

Organise and manage play equipment to promote safe, inclusive and engaging play opportunities

Contribute to trips, events and the wider school life, attending open days and parents evenings if required and attend weekly staff meetings after school

Take an active role in breaktime and lunchtime duties, encouraging positive play, cooperation and the development of social skills

Actively promote the school's policies and procedures, promoting and safeguarding the welfare of all pupils at all times

Maintain vigilance in all aspects of safeguarding and pupil wellbeing, and share concerns promptly and appropriately

Contribute to observations and assessment to support pupil progress

Reflecting on own practice and attending meetings to contribute to ongoing professional development

Support and plan engaging After School Club provision

Work collaboratively with colleagues and communicate effectively with staff and parents

Administer first aid for minor injuries and respond appropriately to pupil needs



THE PERSON CATERHAM PREP

The person appointed will be expected to play a full and positive part in the life and ethos of the School.

The successful candidate will:

Have Level 3 Teaching Assistant qualification (desirable), or willingness to train

Have a basic general education including spoken and written English

Have English and Maths to a minimum of GCSE level and Good IT Skills

Have experience of supporting early reading and phonics (desirable)

Be proactive, flexible and able to use initiative, working as part of a collaborative team

Have awareness and understanding of Health and Safety requirements of the role.

Be a positive role model with a supportive and nurturing manner, bringing energy, resilience and a sense of humour

Have knowledge and experience of behaviour management

Be forward thinking, adaptable, resilient and able to think on their feet

Have experience working with primary-aged pupils, ideally in EYFS or Key Stage Interest and experience in supporting social and emotional development of pupils

Be Pediatric First Aid trained (desirable), or have a willingness to undertake training



BENEFITS CATERHAM PREP

We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

BenefitHub

Offering a wide range of discounts across a wide range of global and national brands and local deals.

Pension Scheme

Staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 10%.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Cycle Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.

Health Cash Plan Scheme

Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments.



APPLICATION PROCESS

You can complete the application online via the school website at:

<https://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have any questions or queries, please contact Emma Golding, Director of People hr@caterhamschool.co.uk or call 01883 343028

This appointment is to start September 2026.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

[caterhamschool.co.uk](https://www.caterhamschool.co.uk)



Inspiring education for life



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