



HALL GROVE SCHOOL

Level 3 Teaching Assistant for Pre Prep

Key points:

- Minimum Level 3 EYFS qualification (essential)
- Full-time and permanent
- Primarily based in Pre Prep section but flexibility to work in EYFS is required
- Requirement to provide clubs and/or after school care
- Start date January 2027





Our School

Hall Grove was opened in 1957 by David and Rosemary Graham, parents of the current proprietor. The school welcomes girls and boys between the ages of 3 and 16. The school is set in 40 acres of grounds in the Surrey countryside, yet has close access to the motorway and rail networks, so is easily commutable to London and the South East.

Our most recent ISI inspection was in April 2026 when we were awarded a rare Significant Strength by the inspectors for the way in which we support our youngest pupils' emotional development in EYFS and this continues throughout the school.

The school motto "Do your duty, come what may" has, since the school's foundation, reminded us all to live by our values and do what is right. Our pupils are encouraged to 'have a go', to challenge themselves, to explore the full curriculum and to find out the things they love in life and what they can achieve. At the same time, we guide them to be kind, respectful of others, hard-working, good listeners, honest and polite.

Our 40 acres of grounds are used extensively as part of the curriculum and for enjoyment. The sports fields, forest school, lake, school farm and the walled garden, where pupils can grow, harvest and eat their own fruit and vegetables, all provide children with fabulous opportunities to create life-long memories.



**Alastair Graham,
Principal, with Mrs
Catriona Graham**



**Nicholas Roddis,
Headmaster, with Mrs
Denise Roddis**



What are we looking for?

We are seeking to appoint an enthusiastic teaching assistant to join our outstanding and supportive Pre Prep team, working predominantly in Year 1 or 2 with the flexibility to work elsewhere and in EYFS as the needs of the children and the school require. The successful candidate will also be required to provide after school care and/or clubs after school. A minimum of a Level 3 EYFS qualification is essential for this role due to the requirement to work in EYFS at times.

We expect our classroom assistants to contribute to and reinforce the values, ethos and atmosphere that characterise the school. They should help children become independent learners, build the children's confidence, enhance interests, be enthusiastic and help make the process of learning as fun and stimulating as possible.

In the classroom: The classroom assistant plays an important part in the smooth running and atmosphere of the class. S/he works alongside the class teacher to promote a positive attitude to learning, good manners and thoughtful behaviour. In the school: In a small team, each person's contribution is very important. We foster an atmosphere of enthusiasm, care and respect for others. The Pre-Prep and EYFS sections thrive on people working together for the benefit of the children and the staff.

Applications to the Headmaster (application form available on request by email to recruitment@hallgrove.co.uk. Option for discussion with Section Heads, Katie Hitchcox (Pre Prep) (k.hitchcox@hallgrove.co.uk) and Helen Solomon (EYFS) (h.solomon@hallgrove.co.uk).

Closing Date: 1800hrs on Friday 30 October 2026, although applicants may be interviewed and appointed as submissions are made.

The post is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and full safeguarding checks will be undertaken prior to appointment. The school is committed to equal opportunities, welcoming applications from all those who meet the essential requirements of the role.

No agencies please.



Job Description:

RESPONSIBILITIES AND REQUIREMENTS OF POSITION INCLUDE:

- To work closely with the class teacher to enable the department to meet the social, behavioural and educational needs of the children.
- To support the class teacher in furthering the children's learning and understanding.
- To work closely with the class teacher to inform the planning of lessons.
- To supervise and support individuals and groups of children under the direction of the teacher.
- In the case of teacher absence, to be confident to teach planned sessions.
- To embrace the opportunity to engage children in independent, child-led and adult-assisted learning activities.
- To plan and prepare small group Phonics sessions.
- To take observations and make assessments of children on 'Tapestry'.
- To support the department in implementing individual education plans and helping children attain their targets.
- To promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
- To feedback any concerns about children to the appropriate line manager.
- To help prepare materials and equipment for lessons, and to clear and tidy the classroom.
- To contribute to school records, especially those regarding playtime behaviour.
- To support the children in their specialist subject lessons.
- To preside over a table at lunchtime. To serve food, clear away and help children appreciate the importance of good table manners.
- To assist with the general pastoral care of the children.
- To cover some playtime or lunch time duties following the behaviour guidelines.
- To attend to minor injuries following the health and safety procedures.
- To set up snack, collecting it from the kitchen.
- To assist generally elsewhere in the school if required to do so.
- To undertake required training, including safeguarding training.
- To attend the published INSET days.

Personal characteristics, Values and Attitudes:

Patience, kindness, and empathy towards children's individual needs

Commitment to promoting a positive, inclusive learning environment where every child feels valued

Reliability, punctuality, and professionalism in all aspects of work

Enthusiasm for contributing positively to the school community

Respect for confidentiality when dealing with sensitive information

Ability to work in a team or as an individual to achieve a team goal

Ability to get the most out of everyone and to inspire them

Ability to promote healthy living

Safeguarding:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's

Safeguarding Policy at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the school's

Designated Safeguarding Leads or to the Headmaster.



Completed application forms to be returned by 1800hrs on Friday 30 October 2026, although applicants may be interviewed and appointed as submissions are made.

Hall Grove School
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recruitment@hallgrove.co.uk