



WESTONBIRT
— PREP SCHOOL —

TEACHING ASSISTANT

- CANDIDATE PACK -



THE OPPORTUNITY

At Westonbirt Prep, a creative and ambitious curriculum, a team of talented and enthusiastic staff and the glorious Gloucestershire countryside combine to create the perfect conditions for learning.

We are looking for an experienced, enthusiastic and caring learning support assistant with a 'can-do' attitude to join our friendly, supportive team as soon as possible.

You will be required to support children in the classroom and day-to-day activities.

Responsibilities:

- Assist the class teacher in delivering engaging and effective lessons.
- Provide one-to-one or small group support to pupils, including those with additional learning needs.
- Help prepare classroom materials and resources.
- Support pupils' social and emotional development.
- Supervise pupils during break times, lunch, and school outings.
- Contribute to the wider life of the school, including extracurricular activities and events.
- Assist and has responsibility for the school office and clubs admin
- Maintain a safe and inclusive classroom environment.

Visits to the school are warmly welcomed.

PERSONAL SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- A caring and sympathetic person who will enjoy working with children across the prep school.
- A committed, charismatic, reliable role model.
- A sense of humour, adaptability and a love of being with children are paramount.
- Pastoral care is a strong feature of life at Westonbirt Prep, and all staff are expected to contribute to this by creating a warm and caring environment for all.
- A team player who is willing and keen to support their colleagues and to cover where reasonably asked to do so.
- Good organisational and time-keeping skills are of key importance.

HOURS, SALARY & BENEFITS

Hours: 10am - 6pm with responsibility for school office & clubs admin 3:30pm-6pm
40 hrs per week, term time only.

Salary: £12.60 per hour/£26,208 pa (FTE)

Benefits:

- 5% employer pension
- Access to fully-funded apprenticeships, up to Level 7
- Means tested staff discount on school fees
- Save money with a prepaid cashback card
- Complementary lunch
- Access to the group's counselling scheme
- On-site parking

Application deadline is Monday 11th August

Interviews will be held as applications are received; we reserve the right to close the vacancy if a suitable applicant is found.





APPLICATION PROCESS

To pursue an application, please complete the school's application form which can be found on the [vacancies page](#) of the school's website and submit by email to:

michelle.andrews@westonbirtschool.uk

Applications can also be made on the Westonbirt School [TES page](#).

If you have any queries or would like further information, please do not hesitate to contact Michelle Andrews, HR Officer, on 01666 881361.

Westonbirt Schools and Wishford Education are 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.

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.

If you need any adjustment for the application or interview process, please contact:

hr@westonbirtschool.uk.