

**LEARNING ASSISTANT**  
**Part Time**  
**September 2026**



## WELCOME FROM THE HEAD



At Edgeborough, we take great pride in our community, and the unique atmosphere that makes our school so special. As a member of our staff, you will play a vital role in upholding and fostering all that makes Edgeborough an extraordinary place to work and learn.

Joining Edgeborough offers you the chance to help shape the future of our school. Our community is built on kindness, adventure, and a shared sense of responsibility, where both pupils and staff thrive in a positive, energetic environment.

We believe in the strength of teamwork. Every role is integral, and it is our collective dedication that drives the school's success. With our pupils at the heart of everything we do, we strive to be exemplary role models for them, ensuring that every interaction contributes to their growth and development.

If you're ready to be part of a dynamic, compassionate team that places community and pupil wellbeing at its core, we invite you to consider joining us at Edgeborough.

*Daniel Cox*



## ABOUT EDGEBOROUGH

Founded in 1906, Edgeborough is one of the leading, co-educational, independent Prep schools in Surrey situated in 50 acres of outstanding countryside in Frensham, Farnham.

The school prides itself on its inclusive approach, providing a comprehensive and stimulating educational experience for children aged 2 to 13 years old. Boarding is offered from Year 4 onwards.

Our pupils demonstrate a keen interest in the world, actively engage in their learning and take pride in their school community. They benefit from a diverse range of opportunities to explore their interests and capabilities guided by dedicated subject specialist teachers, committed to delivering a tailored and enriching curriculum.

Academic excellence is a priority at Edgeborough, but it is just one facet of the learning experience we offer. Music, Art, DT, Drama, Dance and Sports seamlessly complement

our extensive extracurricular activities.

Across the Early Years and Pre-Prep, we uphold an ethos that the magic of childhood is one to be embraced, protected and cherished. Independent learning gathers pace through a curriculum that is interactive, skills based and pupil driven by active questioning and finding out.

The Prep School curriculum is designed to balance academic rigor with fostering creativity, curiosity, and independent thinking. While support is thoughtfully combined with challenge to build confidence and maximise potential, Edgeborough takes pride in its 'Future Ready' education. The teaching and learning approach is anchored in the core principles of the Pre-Senior Baccalaureate (PSB), which prioritises critical thinking, analysis, evaluation, and problem-solving over rote learning. Skills such as communication, collaboration, and flexible thinking are developed to equip students for success in a complex, global society. This approach complements the rigor of the Common Entrance syllabus by placing emphasis on the mastery of essential skills.

Edgeborough is part of the Charterhouse family of schools which provides enhanced opportunities for our pupils, alongside access to further enriching academic provision and leading resources.

The school's ARK values of Adventure, Responsibility and Kindness are central to life at Edgeborough, with kindness at the heart of everything we do. We warmly welcome applicants who share our values and hold the enthusiasm and energy to make a significant and lasting contribution to life at the School.

# School Values (ARK)

## ADVENTURE

- Show perseverance
- Embrace challenge
- Be ambitious

## RESPONSIBILITY

- Be honest and fair
- Respect individuality
- Show moral courage

## KINDNESS

- Be kind to others
- Be kind to our world
- Be kind to ourselves

## OUR VALUES

Edgeborough will continue to develop as a school which embodies great kindness, fun and community, where pupils and staff have a powerful collective pride in their school, creating a vibrant and special environment to work and learn.

Kindness to yourself and respect towards others are key values and encouraged from the very first day of joining.

We endeavour to be forward thinking and progressive, enabling our pupils to recognise the importance of giving back to others.

We focus on educating the individual, to provide a comfortable and welcoming environment where each pupil feels valued and can flourish.

## WHY CHOOSE EDGEBOROUGH

Edgeborough is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a top independent Prep School. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension schemes
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- Membership of the Charterhouse School Sports Centre
- Membership of the Charterhouse School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day when available
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Continuing professional development as part of our talent management programme



PRINCESS ROYAL  
TRAINING AWARD  
2023

*"Edgeborough is an inclusive, unpretentious school that produces well-rounded, thoughtful, interested young people in idyllic surroundings to boot."*

THE GOOD SCHOOLS GUIDE



## PREP DEPARTMENT AT EDGEBOROUGH

Edgeborough boasts a vibrant and forward thinking Prep School learning environment, committed to fostering a love of learning, curiosity, and academic confidence through high quality teaching and a strong emphasis on inclusion, resilience, and individual progress.

The school places great importance on early identification of need and the provision of effective support, ensuring that all pupils are able to access the curriculum and achieve their potential. Learning Assistants play a key role in supporting pupils across the Prep School, working closely with class teachers to deliver targeted intervention and in-class support.

### LEARNING ASSISTANT (7:40-12:40 Mon-Fri)

Edgeborough School is seeking a highly motivated, caring, and committed Learning Assistant to support pupils across the Prep School. This is an exciting opportunity for an enthusiastic individual who is passionate about education and pupil development, and who is keen to make a meaningful difference to children's learning and confidence.

The successful candidate will play a key role in supporting learning in the classroom and working with small intervention groups, helping to reinforce key skills, remove barriers to learning, and ensure all pupils can access the curriculum and make strong progress. They will work closely with teachers to provide targeted support, encourage independence, and contribute to a positive and inclusive learning environment across the school.



## OVERALL PURPOSE AND RESPONSIBILITIES

**We are seeking a caring, proactive, and committed Learning Assistant to support pupils across the Prep School. The successful candidate should expect to:**

- Support pupils' learning in the classroom and in small intervention groups, working closely with class teachers.
- Help to reinforce key literacy, numeracy, and learning skills, ensuring pupils can access the curriculum effectively.
- Foster pupils' confidence, independence, and positive attitudes to learning.
- Provide targeted support to pupils of varying abilities, helping to secure progress and close gaps in understanding.
- Contribute to a positive, inclusive, and supportive learning environment.
- Assist with the preparation and delivery of learning resources and activities.
- Work collaboratively with teaching staff to support assessment, progress tracking, and pupil wellbeing.
- Contribute to the wider life and ethos of the school, supporting pupils' pastoral and personal development.

**The successful candidate will work under the direction of The Director of SEND, teaching staff and the wider leadership team to support pupils' learning, progress, and wellbeing across the Prep School. Duties will include:**

- Supporting pupils' learning in class and in small intervention groups, working closely with teachers to reinforce learning objectives.
- Assisting in the preparation and use of learning resources to support pupil progress and engagement.
- Helping to promote positive behaviour, maintaining good order, and supporting the safeguarding, welfare, and safety of pupils at all times.
- Supporting pupils' understanding, confidence, and independence in their learning.
- Working collaboratively with teachers and other staff to ensure continuity of learning across lessons.
- Assisting with the supervision of pupils before, during, and after school as directed.
- Supporting the organisation and supervision of pupils on school trips and educational visits in line with school procedures.
- Contributing to a positive and well-organised learning environment, including classroom displays and resources.
- Participating in training, meetings, and professional development as required.
- Supporting the wider ethos of the school and contributing to its pastoral life.

## OTHER RESPONSIBILITIES

- Adhere to the policies of the school, in particular policies relating to the safeguarding of children.
- Provide guidance and advice to pupils on educational and social matters.
- Undertake wider staff responsibilities, including covering of lessons and staff duties, as required.

**All staff are required to play their full part in the effective and efficient running of the school. This would include:**

- Supervision duties.
- Stay informed about events, general school organisation and staff discussions by reading the minutes from whole school meetings and notices posted on electronic whole-school platforms.
- Have a good working knowledge of whole school policies and aims.
- Promote the ethos, good name and reputation of the school at all times.
- Any other reasonable request made by the Head.



## PERSON SPECIFICATION

### Qualifications

#### *Essential:*

- Good general standard of education (GCSEs or equivalent in English and Mathematics).
- Strong literacy and numeracy skills.

#### *Desirable:*

- *Relevant childcare or teaching assistant qualification (e.g. Level 2/3 TA qualification or equivalent).*
- *First aid training or willingness to undertake training.*

### Relevant Experience/Knowledge & Technical Competencies

- Experience working with children of primary or prep school age.
- Experience supporting pupils' learning in classroom or small group settings.
- Understanding of how to support pupils with a range of abilities and learning needs.
- Good understanding of safeguarding, behaviour management, and child development.
- Familiarity with relevant school policies and procedures, including Equal Opportunities, Health & Safety, SEND, and Child Protection.
- Ability to use ICT effectively to support learning and communication.
- Ability to respond sensitively to children's individual needs, interests, and learning styles.
- Ability to work effectively as part of a team within a classroom environment.

### Personal Competencies/Skills- possess:

- A strong team player who works collaboratively with teachers and other staff.
- Excellent interpersonal skills with the ability to communicate clearly and appropriately with children and adults.
- Warm, patient, caring, and supportive approach to working with children.
- Reliable, organised, and proactive with a flexible attitude.
- Enthusiastic, positive, and committed to supporting pupils' learning and wellbeing.
- High levels of professionalism, discretion, and respect for confidentiality.

## APPLICATION PROCESS



Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

The link to our vacancies is  
<https://www.edgeborough.co.uk/work-for-us/>

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Edgeborough education provided to pupils in our global and multi-cultural environment.

Join us now to be a part of it.

**The closing date for applications is 12.00pm 2 June 2026.**

**Interviews are scheduled to take place on week commencing 9 June 2026.**

Prospective applicants would be welcome to request an initial discussion about the role, by emailing [jhendriksen@edgeborough.co.uk](mailto:jhendriksen@edgeborough.co.uk) with their contact detail





# Edgeborough



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|--------------------------------|------------------------------|
| 1 Frensham Place: Reception    | 13 Dunbar Hall Theatre       |
| 2 Senior Classroom Block       | 14 Stable Courtyard          |
| 3 Punshon Hall (Sports Hall)   | 15 Stable Car Park (Staff)   |
| 4 Millenium Building (Science) | 16 Hillside Pavilion         |
| 5 Design & Technology          | 17 Adventure Playground      |
| 6 Art Studio                   | 18 Woodlands Car Park        |
| 7 Main Car Park                | 19 Uniform Shop              |
| 8 Nursery & Pre-School         | 20 Cricket Nets              |
| 9 Pre-Prep                     | 21 Frensham Car Park (Staff) |
| 10 Frensham Place Lawn         | 22 Changing Rooms            |
| 11 Swimming Pool               | 23 OWL Woodland Classroom    |
| 12 Astro Pitches               |                              |