KING'S COLLEGE SCHOOL
WIMBLEDON



TEACHING ASSISTANT (SEND)



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating almost 1,500 pupils, we currently welcome boys aged 7-18 and girls aged 16-18, and our pre-preparatory school, Wimbledon Common Prep School (WCPS), educates up to 180 pupils aged 4-7. We are excited to be gradually extending co-education throughout the King's Corporation of schools from 2027 at WCPS, from 2029 in the junior school, and from 2033 in the senior school.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact in the world.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to ensuring that ours is a community where each individual feels that they can belong, are central to our ethos.

Likewise, we share a deep commitment to the co-curriculum, which enables our pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.



WELCOME TO KING'S COLLEGE SCHOOL

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our junior school to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Last year, we established a charitable foundation for bursaries with the ultimate aim of becoming need blind as a community, and as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

Purpose of the role

The teaching assistant will support pupils with special educational needs and disabilities (SEND) to access the curriculum, participate fully in school life and become increasingly independent learners.

The role will combine the adaptation of teaching materials with targeted support in lessons, practical activities, transitions, assessments and wider school activities. Deployment will adapt as required to reflect pupil needs and departmental priorities, and will combine sustained support for individual pupils, alongside more flexible support for other pupils and activities.

A priority initially will be to support a pupil with a visual impairment, including adapting visually presented materials and assisting with selected practical activities and educational visits. The postholder will also provide targeted support for pupils with other additional needs, including social, emotional and mental health needs, where these affect access to learning or participation in school life.

Reporting to: the head of Learning Enrichment

Key responsibilities

The postholder will:

- adapt visual information (eg images, diagrams, graphs) and materials (eg worksheets, booklets, presentations, digital documents and assessments) into accessible formats, following guidance from the head of Learning Enrichment and relevant specialists
- liaise with teaching staff to prepare resources in advance of lessons or activities
- provide calm, targeted, proactive support to pupils during lessons, practical activities and transitions, including for pupils experiencing anxiety or communication difficulties
- support pupils in using specialist equipment, assistive technology and accessible resources
- use agreed strategies to help pupils understand expectations, engage with learning and develop greater independence
- support pupils to access assessments, educational visits, presentations and wider school activities
- assist with agreed access arrangements and invigilation for pupils during internal and external assessments where appropriate
- liaise with teaching, pastoral and Learning Enrichment staff, reporting learning, wellbeing or safeguarding concerns through the appropriate procedures
- contribute relevant observations to reviews of provision, including EHCP annual reviews where applicable
- contribute to the development of accessible resources and inclusive practice across the school
- undertake relevant training and other reasonable duties consistent with the role



THE PERSON

The successful candidate will:

- be committed to helping pupils overcome barriers to learning and develop independence
- have excellent digital, organisational and administrative skills
- be able to communicate clearly and sensitively with pupils and colleagues
- be calm, patient, flexible and able to use their initiative
- work effectively both independently and as part of a team
- demonstrate accuracy and attention to detail
- understand the importance of confidentiality, professional boundaries and safeguarding

Experience of supporting pupils with SEND in a secondary-school setting is desirable but not essential. Experience with assistive technology and/or accessible resource production, and of supporting pupils with visual impairments, and/or social, emotional and mental health needs would also be advantageous.

Terms and conditions

- 35 hours per week, 8.15am to 4.15pm, with an hour for lunch
- Term time only
- Start date: Tuesday 5th January 2027
- Salary: FTE £35,632 to £39,079 per annum, prorated to an actual annual salary of £23,391 to £25,652 per annum



HOW TO APPLY

Closing date: Friday 27th November 2026

Interviews will take place in the week commencing Monday 30th November 2026

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to complete an online application form which includes a cover letter.

Cover letter: Please use the cover letter to explain how your own skills and experience match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills meet the key requirements, and your relevant life experiences or interests.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

We are happy to reimburse reasonable travel expenses.



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, co-operation and trust, there is a "can-do" attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages.
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant).
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution.
- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes.
- Free lunch, tea, coffee and other refreshments during term time.
- Morning shuttle buses from Wimbledon station
- Cycle to work scheme.
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked.
- Invitations to school productions, concerts and events during the year.

WORKING AT KING'S: STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

– Mr Dixon
IT Helpdesk Manager



"My experience of working at King's has been overwhelmingly positive. It is a beautiful place to work, but it is the people who really make it special. I have found all of the staff to be warm, friendly and incredibly aspirational for the pupils and the school."

– Mrs Hunter
Bursaries and Access Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

– Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

– Mr Laska
Porter



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Safeguarding Children Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: https://www.kcs.org.uk/safeguarding-at-kings. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with *Keeping Children Safe in Education*)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There is a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair-accessible interview room or alternative format of assessment papers such as audio, Braille or large print versions.



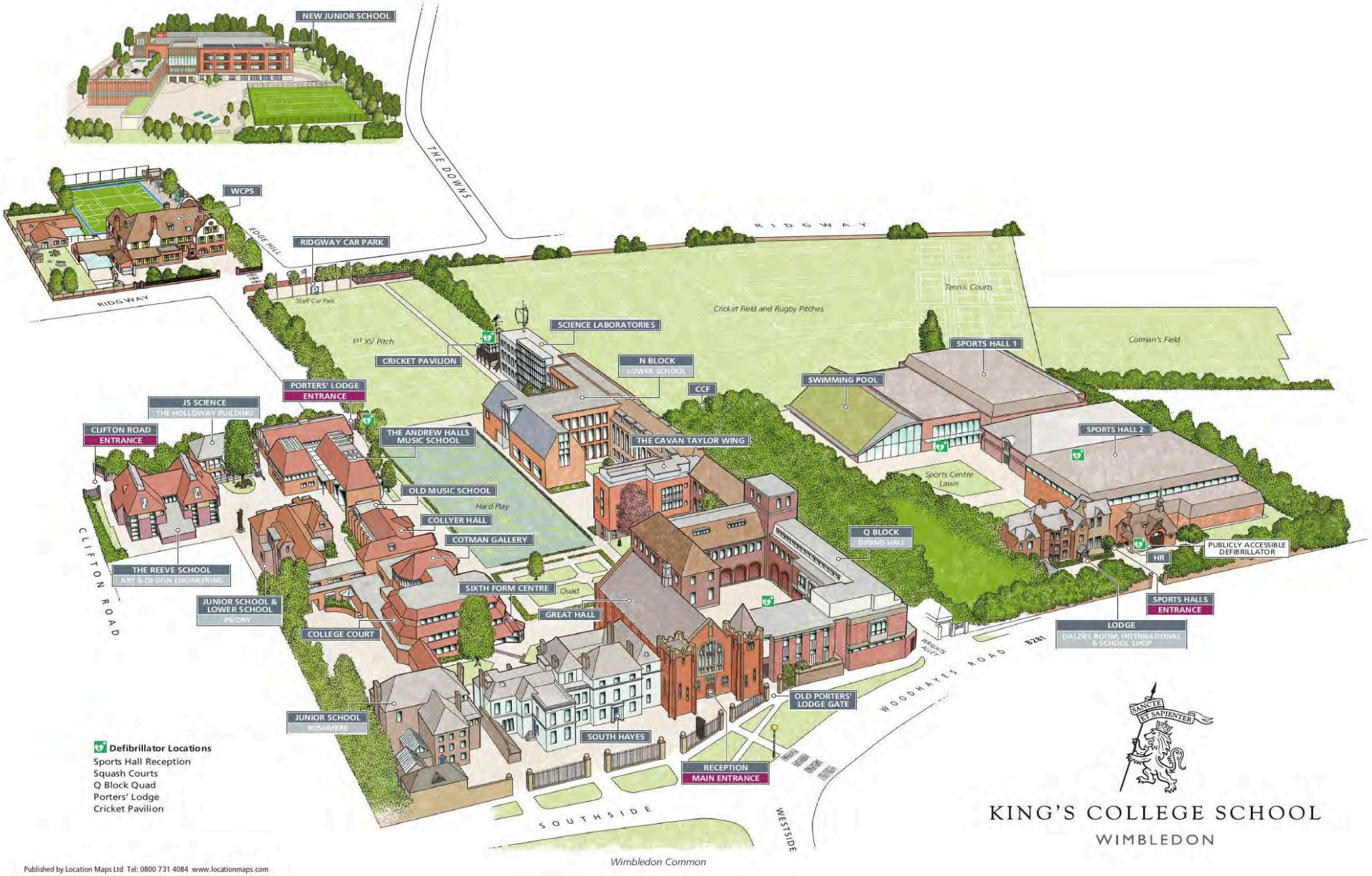
LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th-century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15-minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashtead are popular choices.


NEW JUNIOR SCHOOL
THE DOWNS
WCPS
EDGE HILL
RIDGWAY CAR PARK
RIDGWAY
Staff Car Park
RIDGWAY
Tennis Courts
Cricket Field and Rugby Pitches
1st XV Pitch
Colman's Field
SCIENCE LABORATORIES
CRICKET PAVILION
N BLOCK
LOWER SCHOOL
CCF
SPORTS HALL 1
SWIMMING POOL
PORTERS' LODGE
ENTRANCE
JS SCIENCE
THE HOLLOWAY BUILDING
CLIFTON ROAD
ENTRANCE
THE ANDREW HALLS
MUSIC SCHOOL
THE CAVAN TAYLOR WING
SPORTS HALL 2
Sports Centre
Lawn
OLD MUSIC SCHOOL
Hard Play
COLLYER HALL
COTMAN GALLERY
Q BLOCK
DINING HALL
PUBLICLY ACCESSIBLE
DEFIBRILLATOR
HR
CLIFTON ROAD
THE REEVE SCHOOL
ART & DESIGN ENGINEERING
SIXTH FORM CENTRE
Quad
JUNIOR SCHOOL &
LOWER SCHOOL
PRIORY
GREAT HALL
SPORTS HALLS
ENTRANCE
COLLEGE COURT
LODGE
DALZIEL ROOM, INTERNATIONAL
& SCHOOL SHOP
WRIGHTS ALLEY
B281
WOODHAYES ROAD
OLD PORTERS'
LODGE GATE
JUNIOR SCHOOL
RUSHMERE
SOUTH HAYES
RECEPTION
MAIN ENTRANCE
SOUTHSIDE
WESTSIDE
Wimbledon Common
Defibrillator Locations
Sports Hall Reception
Squash Courts
Q Block Quad
Porters' Lodge
Cricket Pavilion
SANCTE ET SAPIENTER
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