



Duke of Kent School Application Pack

Teaching Assistant – Pre-prep

To commence February 2026 or ASAP

Full Time Permanent Term Time only - 8am to 4.30pm



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Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All teaching staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.



I. Advertisement: Teaching Assistant - Pre-Prep

Duke of Kent School, near Guildford in Surrey, is a co-educational day school with 300 pupils from Nursery to Year 11. The School is organised into three sections: Pre-Prep (Nursery to Year 2); Prep (Year 3 to Year 6) and Senior (Year 7 to Year 11).

We are looking to appoint a Teaching Assistant, Term Time only, in our thriving Pre-Prep Department from the Spring Term, February 2026, or as soon as possible.

The successful candidate:

- Will model at all times the high standards of behaviour, courtesy and respect required from our pupils
- Will make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School
- Can establish effective and positive working relationships with colleagues and support staff
- Will establish high expectations of pupil behaviour, managing behaviour effectively to ensure a good and safe learning environment
- Will model love of learning in and beyond the classroom, enthusing and inspiring pupils

Applicants should evidence in the suitability section of the application form, how they meet the requirements of the role and person specification.

Conditions

- Working in a small, friendly School in a stunning rural location,
- A competitive salary, which is commensurate with experience
- All staff are entitled to a 30% fee remission for children who join the School, pro-rata for part-time staff
- Use of the School facilities: tennis courts, fitness suite & swimming pool when not in use by pupils
- Accommodation in one of the School's flats may be available at a very competitive rent if required
- Breakfast, lunch & tea, as well as refreshments, provided during term-time
- Extremely supportive staff Common Room

How to Apply

Application is by School Application Form only. Forms can be downloaded from the School website under vacancies. www.dukeofkentschool.org.uk/private-prep-surrey-england/job-vacancies

We cannot accept CVs unless accompanied by a completed Application Form. Further information about the school is available on our website. www.dukeofkentschool.org.uk

Applications will be reviewed on receipt.

The contact for this recruitment campaign is Tanya Emmett, Operations & HR Assistant, 01483 277313 or temmett@dokschool.org



2. School Information

Duke of Kent School strives for excellence, expects and celebrates effort, nurtures well-being and presents challenge. Our size allows each pupil to be known and cared for as an individual.

The School has undergone considerable change in the past 14 years, transforming itself from a Prep to a through school, and growing quickly to its current roll of 300 pupils. Key entry points are Nursery, Year 3 and Year 7. Pupils leave at the end of Year 11 to a wide range of local colleges and sixth forms in the independent and maintained sectors.

Our teaching team is made up of experienced, well qualified and highly motivated teachers who have chosen to join our small community where they have a big impact. A dedicated and comprehensive operations staff team supports the teaching team. Across both support and teaching areas, the School currently employs approximately 100 staff (both full-time and part-time). We are also complemented by a team of committed local Governors with broad expertise.

We have a growth mindset, operating on the principle that all learners can, when properly challenged and supported, achieve extraordinary progress. Our focus is on achieving personal best in every aspect of development. We expect; and celebrate effort.

Duke of Kent School works in partnership with parents to support and promote all aspects of pupils' development. We prepare our pupils to play a positive role in their adult lives, as independent learners and thinkers, and to be responsible members of the local and global community.

We expect all members of the community to exercise tolerance, kindness, respect and empathy. We value diversity and pursue equal opportunities for all.

The greatest gift we give each child is a passion for learning and a real curiosity about the world around them. Here at Duke of Kent School, we all care deeply about educating the whole child. We are proud of the incredible teaching staff who recognise the individuality and strengths of each of our pupils and challenge them to be the best they can be, whilst allowing them the freedom to be exactly who they want to be.

As well as the best possible academic learning environment, the breadth of the music, drama, creative arts and sports opportunities set us apart. Our after school activities programme is also designed to give the students opportunities to develop new passions and talents.

We are a thriving co-ed independent school and our pupils leave our care as happy, independent, rounded, grounded individuals with many joyful memories, and a desire to go out into the world and make a difference.

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.



The Pre-Prep Department

The approach of Duke of Kent Pre-Prep is to ignite the imagination of the children we teach. We believe that by developing their senses and directing their natural enthusiasm, their achievements will flourish.

We are fortunate to have an experienced and creative staff team. Our excellent relationships with parents support the progress of the pupils in every area of their development.

When you visit us in Pre-Prep you will find a dynamic, nurturing community with an emphasis on participation and a great sense of the joy to be had in learning. Our pupils will proudly show you their work and share with you their enjoyment of the learning process.

Pre-Prep Curriculum

The EYFS and KS1 curricula are based upon the National Curriculum but teaching staff have the opportunity to embellish and adapt as they wish. Pupil progress is communicated to parents regularly throughout the year, both face to face and via email. Parents' Evenings are held in the Autumn and Spring terms and written reports are issued in the Autumn and Summer terms.

Forest School

A 15-minute walk from the classroom, within our School grounds, is the magical setting of our Forest School. In every season and in all weathers, the pupils learn to love and respect the stunning setting of our woodlands.

Forest School plays an important part in the life of Pre-Prep children and for many it is the highlight of the week.

Qualified and experienced Forest School teachers plan and lead engaging two-hour sessions for the children. KS1 children have a weekly session (EYFS twice per week) at the site during which they build on the skills learned year by year.

They have the opportunity not only to learn about the woodland itself, but also to develop self-awareness, self-regulation, independence, resilience, greater communication skills and a positive attitude to learning.

Children are encouraged to use their own initiative to solve problems, to co-operate with others and to handle risks under close supervision. We see the benefits of this right across the curriculum and it is a joy to observe each child growing in confidence through outdoor learning. The children love introducing their parents to Forest School at our special open events each year.

Pre-Prep Music, Dance and Drama

All classes in Pre-Prep receive weekly Music lessons. These are held in the Music Department with our Director of Music. Pupils in KS1 are also able to take up 1:1 music lessons with peripatetic teachers. Our Spring Concert gives all the children a chance to perform in front of an audience.

Opportunities to perform begin with role-play in Pre-Prep. A whole department Christmas production is written especially for the children and showcases their singing, dancing and acting talents. In addition, each term Drama plays an important role in our special termly Cultural Days where the children learn about

World Religions and Cultures. Children watch and act out famous stories from other cultures, as well as tasting the food and creating some traditional art.

All the children have a weekly Dance lesson. These are an extremely popular part of the week and our dedicated Dance teacher guides the children towards the Summer Term Dance Show, a thoroughly enjoyable performance, particularly popular with parents and grandparents.

Performing Arts at Duke of Kent Pre-Prep provide every child with the opportunity to build confidence and to experience success in performance.

Educational Visits

Taking trips off site as part of the learning experience is a major aspect of Pre-Prep life.

All classes take at least one trip per term, predominantly in conjunction with their learning. This provides the opportunity for pupils to understand their learning on a wider context and its relevance to the world around them.

The Pre-Prep department also take trips out of school together, as one whole department. These may be part of our Cultural and Religious Programme (a visit to a mosque, or church or temple), a theatre trip at Christmas or visit to a historical site at the end of the year to reward the children and teachers for their hard work.

Activities Programme

A lively programme of activities gives Key Stage 1 pupils the chance to try out new hobbies and develop interests with their friends. Dance, Early Years Yoga, Storytelling, Mountain Biking, Construction, Sport, STEM, Art and Cooking are among the popular choices on offer. The programme takes place from 3.30 - 4.30pm each day.

3. Job Description:

Role Title:	Teaching Assistant - Pre-prep , Term Time only, Full-Time, Monday to Friday 8am – 4.30pm The line manager for this post is Chris Wright, Head of Prep and Pre-Prep.
Main Duties and Responsibilities: <ul style="list-style-type: none">model and promote positive behaviour, work ethic and attitudes among all pupilsaccompany teaching staff on off-site trips and activities during the school weeksupport teachers in timetabled lessons, in the classroom and in the sports programme, as requiredprovide individual or small group support for pupils requiring additional help or additional challenge with their workprovide supervision of pupils during morning arrivals, break-times, and in the dining roomrespond flexibly to timetable alterations necessitated by cover requirementsaccompany pupils to Assembly, Music, Dance, Swimming and PE lessonsaccompany pupils to Forest School, as required, and take part in activities, leading by exampleread with pupils and record comments in their reading records, if applicableassist with paperwork or administration of resources for pupils as and when applicable	

All Duke of Kent School teachers and teaching support staff are expected to:

I. Teaching and Learning

- a. remain conversant both with general developments in education research and debate relevant to the subject and key stage, undertaking any training necessary for the role and for professional development
- b. assist to teach engaging and effective lessons to assigned classes that motivate, inspire and improve pupil attainment
- c. assist in the development, review and maintenance of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies in the subject area
- d. create and maintain a stimulating teaching environment
- e. assist to plan and organise lessons to support pupil engagement and progress
- f. establish high expectations of pupil behaviour, managing behaviour effectively to ensure a good and safe learning environment
- g. understand, and differentiate for, individual learning differences of pupils, adapting teaching to respond to the strengths and needs of all pupils, liaising with the Head of Learning Development as necessary
- h. be aspirational in approach, selecting challenges which are achievable for pupils but which stretch them and enable them to improve to the best of their potential
- i. integrate IT in teaching and learning
- j. manage learning resources within the classroom including issue and return
- k. monitor progress, set and review targets, making accurate and productive use of assessment
- l. set and mark homework, if applicable, relevant to the subject and key stage, and in line with school and department policies
- m. have a thorough and up to date knowledge of the relevant examination specifications, if applicable, relevant to the subject and key stage
- n. monitor and evaluate the assessment and feedback to pupils in line with whole school and department policy.
- o. follow department and school monitoring and tracking systems relating to pupil's attainment and progress.

2. Communications:

- a. establish effective and positive working relationships with colleagues and support staff
- b. attend Staff Meetings and INSET as required
- c. adopt a collaborative approach to teaching, sharing best practice formally and informally on a regular basis
- d. write pupil progress reports and attend parents' meetings to review pupil progress and development
- e. liaise as necessary with Form Tutors who act as first point of contact with parents in social or academic matters, communicating concerns and celebrating achievements
- f. contribute to home-school partnership in support of pupil progress
- g. liaise with pupils and parents at Parents' Evenings throughout the school year
- h. be a Form Tutor, if required, promoting the general well-being of individual pupils and of the tutor group as a whole.
- i. take an active role in helping to organise and lead some of the extracurricular activities or trips offered by the department.

3. Professional Practice:

- a. be aware of and have a proper and professional regard for the School's policies and procedures, including the Staff Code of Conduct
- b. provide reasonable cover in the event of colleague absence
- c. participate in the annual appraisal process
- d. attend and support School events and functions, involving evening and occasional weekend attendance, including Open Mornings and Parents' Day

- e. undertake (on a rota basis) lunchtime, break-time and after school duties, as required
- f. participate in the School Activity Programme, as required
- g. model at all times the high standards of behaviour, courtesy and respect required from our pupils
- h. make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School
- i. promote diversity, equality and inclusion of all members of the community
- j. undertake any other reasonable duties as requested by the Head

Person Specification:

Assessment Area	Essential	Desirable	Assessment Method
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people	Qualification in Safeguarding	Application Form, Interview, References
Academic Qualifications/ Professional Status	GCSE C or above in English and Maths	Relevant Childcare qualification to at least NVQ level 3 Paediatric First Aid	Application Form, Interview, References
Professional Skills	Excellent classroom practitioner Ability to communicate love of learning, to establish classroom routines and develop habits of excellence Commitment to supporting pupils to achieve individual 'personal bests' Ability to work to deadlines Effective communicator with pupils, parents and colleagues Keen to contribute to extra-curricular programme Dedication to achievement of highest possible academic and personal outcomes for all pupils Passionate about the development and use of new technologies	Experience of innovation in education Ability and willingness to drive a minibus for trips	Application Form, Interview assessment, References.

Personal Qualities	Collaborative approach Flexible and resilient Empathetic and imaginative Highly organised Capacity for initiative Open to new ideas or approaches Able to inspire pupils and communicate with colleagues, Parents and fellow professionals		Application Form, Interview, References, Lesson Observation
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Safeguarding and Personal & Professional Conduct

Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.

In addition to a thorough understanding of safeguarding procedures, staff are expected to demonstrate consistently high standards of personal and professional conduct.

This role description identifies the key responsibilities attached to the post described, and is subject to amendment from time to time within the terms of conditions of employment, as the needs of the School may require, after consultation.

This role description stands in addition to the standard expectations of Duke of Kent School staff and to any contractual arrangements.