



High March

LEVEL 3 TEACHING ASSISTANT

CANDIDATE PACK

NDNESS AND FRIENDS



## Job Description

We are looking for a suitably qualified and experienced person to support in KS1 and KS2. You will have a responsibility to help maintain the highest professional standards at High March.

### Key Duties:

- Lead by example to encourage the children to have high expectations of themselves
- Actively keep professionally up to date, maintain a lively enthusiasm for the subject, and be vigilant at all times for the general welfare of the children
- Promote a high morale, foster constructive relationships with parents and always to preserve and enhance the good name and reputation of High March.

Teaching Assistants report to the Class Teacher, the Head of Junior House or Upper School, the Head of Learning Support and Deputy Head Teaching and Learning and, ultimately, the Headmistress. Direct report lines are dependent upon specific role.

## Hours, Salary & Benefits

This is a part-time (0.8) post working 4 days a week; the hours of work will be either 8am to 5pm or 8:30am to 5:30pm. Term time only. Hours may be varied by agreement.

Salary: £24,000 FTE (£19,200 for 0.8 role)

### Benefits:

- Employer pension 5%
- Shopping discount card
- Personal accident cover at work
- Means tested staff discount
- Complimentary lunch
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- On site parking where possible
- Access to the Swimming Pool, out of school hours

Please note that all staff are expected in School for meetings, training and preparation activities on the two days before each term commences.

## How to Apply

All applications need to be made using an application form, which can be found on our [careers page](#).

You can also apply via TES - link here.

Interviews will be arranged as applications arrive, so prompt application is encouraged. We reserve the right to close the vacancy early due to high application numbers.

**Commencement date:** January 2026

## Important Information & Contact Details

If you need assistance for the role, applying or have further questions please contact Mrs Tanya Crockford on [tanya.crockford@highmarch.co.uk](mailto:tanya.crockford@highmarch.co.uk)

Wishford Education and High March School 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.



## Job Overview & Description

The role will involve supporting the academic and pastoral development of children across the school. Working closely with class teachers and specialist staff, you will help plan and deliver engaging lessons, support pupils with additional needs, and contribute to observations and classroom displays. You will also assist with preparing resources, organising trips, and stepping in to cover staff absences when needed. A flexible, team-oriented approach and a genuine care for children's wellbeing are at the heart of this role. You will be part of a vibrant school community, attending events, meetings, and training that help us grow together.

The successful candidate will:

- Encourage the children to have high expectations of themselves.
- Keep professionally up to date, to maintain a lively enthusiasm for his/her role, and to be vigilant at all times for the general welfare of the children.
- Promote a high morale, foster constructive relationships with parents and always to preserve and enhance the good name and reputation of High March.
- Assist with pastoral and academic care of all the children under their care.
- Support the Class Teacher in teaching all subjects.
- Support pupils with learning difficulties as required.
- Work as part of the year group team in producing medium term and weekly plans for the class.
- Work as part of the year group team in making and recording observations of the pupils.
- Assist in ordering books and equipment in liaison with the Class Teacher.
- Assist in the preparation of materials for use by the class.
- Assist in mounting displays of the pupils' work.
- Participate in the staff duty rota.
- Participate in staff meetings and faculty meetings.
- Participate in staff INSET.

- Attend school events that take place in the evening or at the weekend as required.
- Assist in organising and leading visits for the class.
- Support in lessons in other year groups as required.
- Cover for absent staff as required

## Personal Specification

Qualifications and training

Qualifications and experience required:

- An appropriate Level 3 qualification would be acceptable (e.g. Level 3 Award in Education and Training) or if a Level 3 apprenticeship has already been achieved (e.g. Level 3 Teaching Assistant Apprenticeship, Level 3 Early Years Educator Apprenticeship)
- Evidence of continued professional development
- Familiarity with up-to-date educational practice
- Evidence of being an excellent practitioner

Other skills required

- High level of ICT skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to monitor, evaluate and review
- Strong organisational skills
- Initiative
- Lots of energy
- Effective time management

Personal qualities:

- Positive and forward thinking
- Efficient
- High standards and expectations
- Ability to work in a team

Current School Events (outside of normal hours):

- Christmas Fayre in November or December
- Carol Service
- Annual Art Exhibition in May
- Sports Day in June



# High March School

High March is a thriving mixed-ability preparatory day-school for girls aged 3 to 11 with a co-educational Nursery in Beaconsfield, Buckinghamshire. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Facilities include a state of the art 20 meter indoor, heated swimming pool, a well-equipped Gymnasium as well as specialist Science, Music, Art and Design and Technology and Drama suites. The happiness of our pupils is paramount at High March as we believe that this underpins every aspect of their daily lives. A happy child who feels valued will thrive and learn.

For more information about High March School, go to [highmarch.co.uk](http://highmarch.co.uk)

# Wishford Education

In November 2024, High March school joined Wishford Education.

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

# Aims and Ethos

High March aims to provide education of the highest quality and promote excellence in all fields. To achieve this aim, the school:

- Provide a caring community in which children feel loved, known and valued as individuals.
- Encourage high levels of effort and ambition ensuring that all pupils are aiming for their personal best at all times whether as individuals or as part of a team.
- Promote positive attitudes and character strengths including friendship, respect, confidence, diligence, curiosity and a lifelong love of learning.
- Nurture talent and endeavour and encourage academic, sporting and artistic achievement in all pupils.
- Promote a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remain non-denominational in its admissions policy and teaching.
- Provide social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity to include respect for the Fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Cultivate pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively
- Provide a pastoral care system that instils the values of care and consideration for others, for the environment and for themselves.
- Establish and nourish links within the local community and the wider world in order to enrich our lives culturally and spiritually.
- Prepare pupils for 11+ Independent Senior School Entrance Examinations and Scholarships. Equip pupils with the curriculum skills required for Buckinghamshire 11+ Transfer Tests, as well as for the challenge of life in their senior school.
- Provide a broad and rigorous curriculum which equips pupils with the knowledge and skills required to transition successfully to their senior schools and which lays a firm foundation for future learning.
- Provide a stimulating and enriching co-curriculum which provides opportunities to develop interests and skills and which instils confidence and supports personal development and growth.

A Teaching Assistant has a responsibility to help maintain the highest professional standards at High March.