



**BLACKHEATH**  
PREP

# Admissions Registrar

Information for Candidates



Part of the Eltham College  
Family of Schools



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‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent





## Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

## Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





## Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

## Our Values



## Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Hours of Work:</b>	8am – 4.30pm
<b>Reports to:</b>	Head of Pre-Prep

## Principle Role

To play a complementary and supporting role to the teacher in encouraging pupils in their learning and the acquisition of skills.

### **AS A TEACHING ASSISTANT AT BLACKHEATH PREP**

#### **Teaching and Learning**

- Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher.
- Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher.
- Prepare and maintain appropriate resources for lessons as directed by the teacher and ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.
- Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.
- Contribute to discussions with the teacher on the development of work and support programmes for pupils, in order to further support learning or behaviour.
- Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.

#### **Pastoral Care, Safeguarding and Well-being**

- Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.
- Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher.
- Uphold the Pupil Behaviour Policy through effective delivery of its aims.
- Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development.
- Administer first aid if qualified to do so.

#### **Relationships with Parents and the Wider Community**

- Be aware of confidential issues linked to home/pupil/teacher/school.
- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

### **Other Professional Responsibilities**

- Where appropriate, to assist in the induction, development and support of other Classroom Assistants in their role.

## Person Specification

### **Teaching and Learning**

- Promote an environment where children are inspired and excited to learn, and which fosters curiosity and a joyful love of learning.
- Support all pupils' needs so every child achieves their full potential.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Subject Lead and other colleagues.

### **Pastoral Care, Safeguarding and Well-being**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and kind and considerate members of the school community.
- Promote equal opportunities for pupils to participate in all areas of school life, regardless of their skill level or ability.
- Set high expectations for pupils' behaviour, establishing and maintaining good order and discipline among pupils.
- Foster positive and productive relationships with pupils and their parents.
- Promote understanding of the school's values and policies.
- Show due regard for pupils' health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- Act as a role model to pupils in all actions and behaviour.
- Promote the general progress and well-being of pupils and provide guidance and advice, making accurate and timely records and liaising with colleagues and parents, as appropriate.

### **Supervision**

- Supervise and, so far as is practicable, teach any pupils who are assigned to you for cover.
- Participate in supervisory duties before and after school, during breaks, lunchtimes, clubs and trips as required.

### **Professional Development and Appraisal**

- Actively participate in arrangements for your professional development.
- Actively participate in arrangements for the appraisal of your performance.
- Attend courses, workshops, weekly INSETS and Staff Meetings.

### **Relationships with Parents and the Wider Community**

- Communicate effectively and sensitively with parents, guardians and the wider school community.
- Arrange and record meetings with parents and guardians about issues of concern and ensure that colleagues are aware of these matters, responding professionally, sensitively and appropriately.
- Take part in the corporate life of the school by, for example, attending assemblies, house meetings, plays, concerts, School events, fixtures and parent information evenings.
- Foster and maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive and courteous working relations with pupils, parents and colleagues and other members of the wider school community.

### **Other Professional Responsibilities**

- Uphold and follow the Staff Code of Conduct.
- Operate at all times within all stated policies and practices of the school and, at least annually, review policy and procedure updates.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Actively contribute to the co-curricular life of the school through involvement in clubs, outreach activities and, as required and where practically possible, residential trips.
- Participate in Open Mornings and Open Days.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.

*It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.*



## Terms of Appointment and How to Apply

### Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

### Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

### The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **9am, Monday 1 December 2025**

Short-listed candidates will be invited to attend an interview on Friday 5 December 2025 during which a range of skills, knowledge and experience will be tested.

**Safer recruitment checks will be made at all stages in the recruitment process.**

### Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email [hr@eltham-college.org.uk](mailto:hr@eltham-college.org.uk)

Further details about the School can be found by visiting our websites: [www.blackheathprep.co.uk](http://www.blackheathprep.co.uk) & [www.eltham-college.org.uk](http://www.eltham-college.org.uk).