

TEACHING ASSISTANT

REQUIRED FOR JANUARY 2027

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1200 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

TEACHING ASSISTANT

MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



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WORKING AT JAGS

Working at JAGS is about more than simply coming to work — it's about joining a vibrant, supportive community. Whether you are a teacher, a gardener, an IT technician or part of our wider support team, you will find friendly, welcoming colleagues who immediately make space for you and help you settle in.

From your very first day, you will take part in a varied and engaging induction programme designed to introduce you to the whole community. You'll quickly gain a sense of belonging and an understanding of how your role contributes to life across the school.

We are proud of our culture of continual improvement. Staff at JAGS feel seen and are supported to grow. We work closely with all colleagues to offer meaningful development opportunities and encourage professional curiosity at every stage of your career.

Our students are intellectually curious and motivated, and this brings real purpose and enjoyment to the work we do. You will have the professional freedom to use your judgement in shaping your work — whether in the classroom or supporting the community through our administration, operations, grounds and facilities.

We strive to create a warm and supportive environment not only for the students, but also for the dedicated and talented colleagues who choose to work here. With exceptional facilities, a commitment to staff wellbeing, and countless opportunities to get involved in school life, JAGS offers a truly rewarding place to build your career.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.

We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Defined contribution pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking and bicycle storage
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, tea and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Cycle hire scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

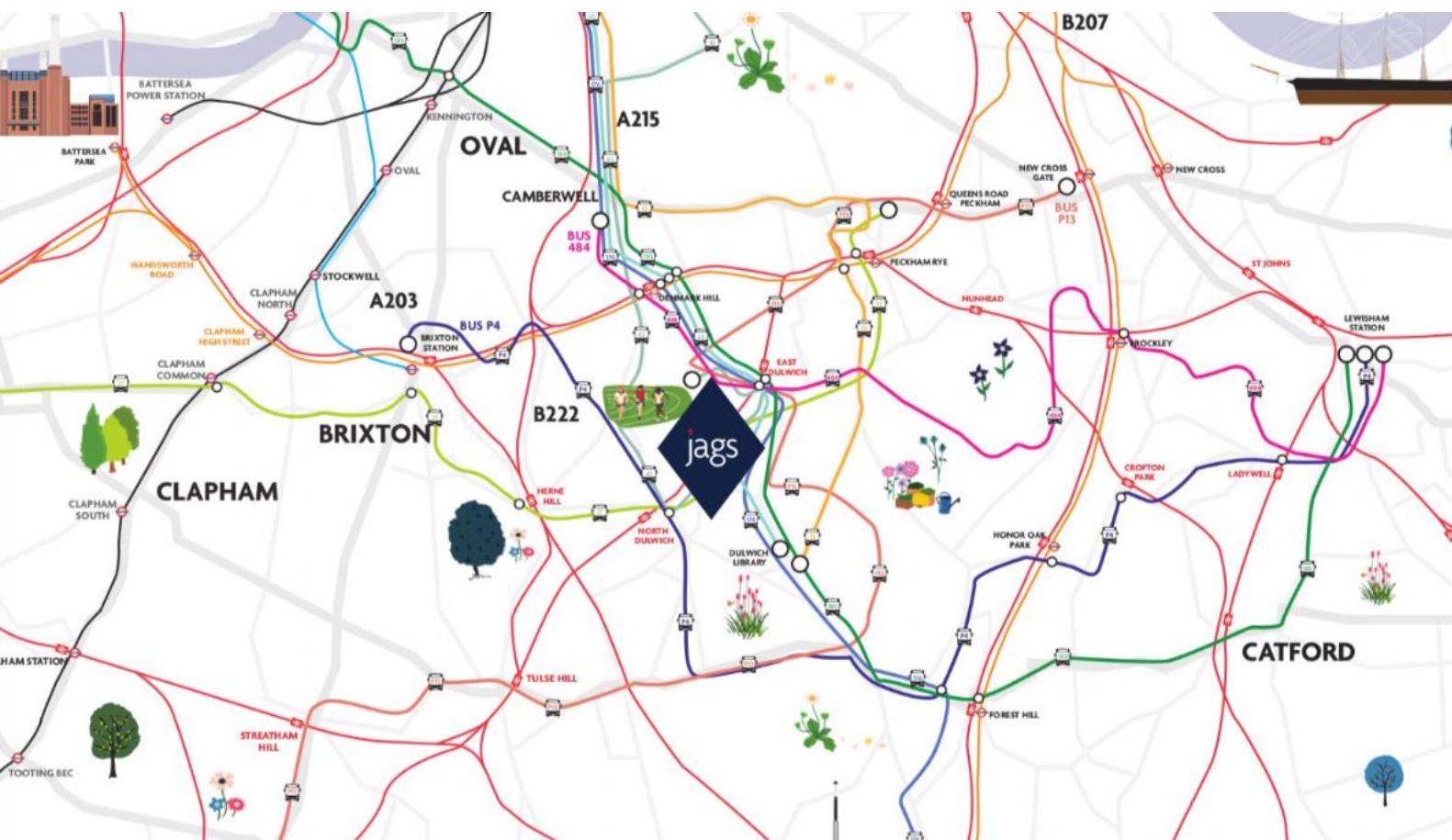
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LOCATION & FACILITIES

Based in leafy Dulwich, South London, JAGS is spread across two sites. Our Pre-Prep is located in a beautiful Edwardian family house in Dulwich Village itself. Just up the road, at 144 East Dulwich Grove, is our main site, which houses our Senior School and Prep Department.

Despite our central location, JAGS is a green and spacious site. Our extensive grounds and facilities include 22 acres of playing fields, a sports centre, our botany gardens, a state-of-the-art community music centre, a purpose-built theatre, an ozone-filtered swimming pool and so much more.

Conveniently placed in Zone 2, both sites are within a stone's throw of North Dulwich station, as well as on the main bus routes from Herne Hill and Lordship Lane. We are a 5-minute walk from North Dulwich station, with regular trains towards London Bridge, as well as towards Caterham and Beckenham Junction. Herne Hill Station is a 20-minute walk or 5-minute bus ride away. We are also on the 37, 42 and P4 bus routes, with stops outside the senior school or a short walk away.



TEACHING ASSISTANT

JOB DESCRIPTION

JOB TITLE

Teaching Assistant

TERMS & CONDITIONS

Permanent, full time, 41.25 hours per week, term time only

7.30am – 4.30pm with a 45 mins unpaid break, Monday to Friday

SALARY

Full-Time Equivalent Salary - £30,313 - £ 34,644 per annum depending on qualifications and experience

Actual Salary - £27,542 - £31,477 for working 41.25 hours per week for 35 weeks per year based on qualifications and experience

Overview

The Teaching Assistant will be working with our youngest pupils, supporting them to learn and develop in our Pre-Prep.

They will assist and support the Class Teacher as required to ensure all students are supported as they learn. This opportunity includes supervising our Pre-Prep Breakfast Club each morning, ensuring that each child is ready for the day ahead.

Main Responsibilities

- Assist and support the Class Teacher with all classroom activities, to support children's learning, in the classroom, in smaller groups and outside the classroom
- Assist the teacher in the pastoral care of the children
- Be aware of all the children's needs and act accordingly, using initiative and advice from staff
- Help in the planning of the weekly timetable and to discuss, share ideas and organise the resources needed including those for displays
- Supervise Early Morning Care/Breakfast Club for Pre-Prep Pupils
- Hear children read and record comments on their reading in the relevant documents
- Communicate well with the Class Teachers and be flexible towards their needs
- Occasionally to take the whole class if required
- Support with running a co-curricular club after school
- Undertake various duties (i.e. Rec, lunch play) during the year as directed by the Deputy Head Pre-Prep & Enrichment
- Accompany and support Pupils on trips or visits
- Attend school functions as appropriate (e.g. Founder's Day, Open Day, Sports Day) and others requested by the Deputy Head Pre-Prep & Enrichment
- Attend departmental meetings, staff meetings, Parents' Evenings, etc. and other meetings as necessary for teaching, pastoral or other duties including before and after school
- Undertake Paediatric First Aid training
- Undertake any other required staff training, CPD and Annual Review
- Comply with safeguarding, health and safety, inspection requirements and all school policies
- Actively contribute to and work collaboratively as part of the wider School community, supporting its values, priorities and objectives
- Promote and embed equality, diversity, inclusion and anti-racism in day-to-day practice, contributing to an inclusive and respectful School environment

- Support and contribute to sustainable practices within the School community, aligning individual work with the School's sustainability commitments
- Carry out any other reasonable requests that are commensurate with the role

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PERSON SPECIFICATION

Criteria		Assessment Method
Operational Excellence	Previous experience of working within a similar environment	Application Form, Interview
	Minimum of Level 3 qualification in Early Years or equivalent	Application Form, Interview
	Able to communicate clearly and effectively in spoken and written English for professional purposes	Application Form, Interview, Lesson Observation, Test
	Excellent digital literacy	Interview
	The ability and enthusiasm to assist in providing a strong co-programme of enrichment and super-curricular activities	Application Form, Interview

Personal Behaviours	Kindness and open-mindedness	Interview
	Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning	Application Form, Interview
	Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school	Application Form, Interview
	Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change	Interview
	Understanding, commitment and loyalty to the ethos of JAGS	Interview

Safeguarding	Committed to safeguarding and promoting the welfare of children and young people	Interview
	A satisfactory Enhanced Disclosure from the Disclosure and Barring Service	N/A

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HOW TO APPLY

If you are interested in joining us, please click the link to our website (www.jags.org.uk/day-to-day/vacancies/) and follow the instructions to complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Tuesday 29 September 2026

Interview Date: Week commencing Monday 5 October 2026

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from all parts of the community.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

Rhys Johnston; The Deputy Head Pre-Prep & Enrichment, (pre-prep@jags.org.uk) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

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www.jags.org.uk