



# TEACHING ASSISTANT

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Candidate Pack



**PARKSIDE**  
SCHOOL



## About Parkside School

Parkside School, a historic boys' prep school with a thriving co-educational nursery, is embarking on an exciting new chapter as it prepares to welcome girls into the prep school from September 2025. This marks a significant step in the school's rich history, as it continues to provide exceptional education and opportunities for all pupils.

For Parkside pupils their journey is one of discovery; where talents and passions are nurtured and developed, and our pupils are encouraged to embrace risk-taking and take responsibility for their learning.

The School's foundations are steeped in history and we are proud of our traditional values, complementing our innovative and forward-thinking curriculum. Parkside provides an academically challenging and rewarding environment to work in with like-minded staff who take a genuine interest in getting to know each other, and every one of their pupils. The staff team provides a world class and rounded education, excelling academically, within Music and the Arts, as well as a longstanding impressive sporting record.

Parkside staff benefit not only from an exceptional working environment but also an attractive salary alongside a contributory pension scheme, use of sports facilities (including kayaking and fishing on the River Mole), complementary meals and refreshment during school terms, onsite parking and training and development opportunities.





## Overview:

**Job Title:** Teaching Assistant

**Location:** Parkside School, Cobham

**Reports to:** Deputy Head - Academic

**Position Type:** Full-time Term Time Only, Permanent

**Start Date:** April or September 2025

**Salary:** Competitive pay scale and generous pension contribution

We are seeking a dynamic, motivated and passionate Teaching Assistant to join our team. You will work closely with class teachers to provide support to students in the class room helping to create an engaging and inclusive learning environment. The role is crucial in supporting both individual students as well as small groups, and assisting with the preparation of learning materials to ensure the smooth running to day to day school activities.

Parkside would be happy to support the successful candidate in working towards Higher Level Teaching Assistant Status.

## Job Description:

### Day to Day Responsibilities

- To support the teacher in the classroom and any other learning environment (e.g. swimming pool, sports hall) to enable students to make the most of their learning opportunities, creating a safe, stimulating and caring environment.
- Assist with attendance and registration process
- Supervise children during break and lunchtime, and encourage healthy eating and positive behaviour





- Liaise with parents on a day to day basis as required
- Make welcome new children and their parents
- Work as part of a team with regard to duty rotas
- Assist and supervise children on outings and providing suitable stimulation for learning on the outing, and back up teaching resources on return
- Assist staff in creating engaging displays of children's work
- To attend to pupils' personal requirements and physical care (for example assisting with changing for sports and swimming) as and when required
- Prepare and assist with all relevant areas of the School curriculum
- To contribute to the organisation of classroom resources to ensure effective classroom management
- Support the planning for the correct level of work for the class and for any individual needs under the direction of the Deputy Head - Academic.
- To undertake specific work to support individuals, groups, or whole class as directed
- Complete and/or provide input into reports and monitoring pupil progress
- Use own initiative to respond to day to day situations involving the care and welfare of pupils





## Safeguarding & Health and Safety

- All staff are responsible for the safeguarding of pupils in line with the School's Safeguarding Policy
- All staff must be aware of the latest iteration of KCSIE and annual refresher training will be provided.
- Ensure the highest standards of safety and wellbeing for all students at all times
- Report any concerns or hazards as per the School's policies and procedures
- Remain up to date of any relevant existing, new and changing legislation.

## Additional Expectations

- Attending relevant meetings as required
- Attending mandatory and any additional training relevant to role as required, including INSET days
- Undertake annual appraisal
- Assisting with external agencies including council and regulatory bodies as required
- Becoming and remaining fully aware of the School's policies and procedures
- Work together to address issues raised through the school external inspection including EYFS (ISI).
- Assisting the Head with the promotion of the School in all areas
- Supporting school functions for example Christmas Fayre, Fireworks etc.

Please note this job description is designed to outline the main duties and responsibilities associated with this post, but is not intended to be all embracing. The post holder shall be expected to carry out any reasonable duties as requested by the Head.





# What Are We Looking For?

## Experience

- The ideal candidate will have prior experience of working with children in an educational setting, however strong applicants without direct experience, who have a clear passion for pursuing a career in this field, will also be considered.

## Qualifications

- A qualification in EYFS or HLTA would be desirable but is not essential
- If not already qualified, a desire to progress to HLTA would be welcomed
- Paediatric First Aid qualification is advantageous
- Prior understanding of and/or training in Safeguarding would be advantageous but comprehensive training will be given.

## Skills

- A good level of written and spoken English
- Numerate
- Strong command of ICT appropriate to role
- Ability to cope and remain calm in difficult situations
- Ability to undertake routine tasks under own initiative
- Able to maintain confidentiality

## Personal Attributes

- Enthusiastic about education and passionate about supporting pupils' academic and personal development
- Able to work well both independently and as part of a team
- Friendly and personable
- Flexible and adaptable
- A good communicator, with the ability to connect with children and adult staff members/parents
- A clear commitment to fostering an inclusive educational environment that encourages participation, challenges stereotypes, and promotes equality.



## What can we offer you?

The benefits of working at Parkside School go beyond remuneration, and school visits prior to application are warmly welcomed so you can experience for yourself our friendly staff team, engaged pupils, and outstanding facilities.



### School Fee Remission

Opportunity for School Fee remission for children of staff



### Meals

Catered lunches and refreshments during term time



### Parking

On site parking and close to National Rail station



### Working Hours

Full-time with flexibility to support working families/carers. Part-time considered for the right candidate.



### Competitive Salary

Competitive salary commensurate with skills and experience

8%

### Pension

8% Employer Pension Contribution (18% for those holding Qualified Teacher Status)

Full details and terms and conditions of employment will be issued when an offer of employment is made. Any offer of post will be subject to completion of our pre-employment screening, including but not limited to, receipt of satisfactory references and relevant DBS checks.



# How to Apply:

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference, then we'd love to hear from you.

To be considered for the post applicants should complete the Parkside Application Form (available on our school website [here](#)) by **Monday 17th March 2025** and return this to [hr@parkside-school.co.uk](mailto:hr@parkside-school.co.uk)

Please note that we reserve the right to appoint before the closing date for the right candidate.

If you have a disability and need any assistance with the application process please contact Human Resources who will be happy to help with this.

*Parkside is committed to safeguarding and promoting the welfare of children and young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Similarly, Parkside is committed to being an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, beliefs, sexual orientation or age.*

*Applicants must be willing to undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service.*





## Thank you for your interest

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If you would like any more information, please contact [hr@parkside-school.co.uk](mailto:hr@parkside-school.co.uk)  
or visit our website at [parkside-school.co.uk](http://parkside-school.co.uk)



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