



## The Mall School

### **Teaching Assistant**

Following the retirement of a long-standing assistant, applications are sought from an experienced teaching assistant to support Year 1 class from September 2025.

The Mall School and Nursery in Twickenham is an independent day school for boys and girls aged 6 months to 11 years old. The School is a charitable trust with a Board of Governors and is a member of the Independent Association of Preparatory Schools. Children join the Nursery from 6 months, the Juniors (Reception to Year 3) at 4+ and the Seniors (Years 4 to 6) at the age of 8. They leave The Mall School at 11 to a range of leading day and boarding schools including St Paul's, King's College School, Wimbledon, Halliford and Hampton School.

The Mall School and Nursery are based on two sites, about a ten-minute walk apart, with Reception children and upwards being based on the main school site at 185 Hampton Road, Twickenham.

Despite being non-selective at Reception (pupils take an assessment if they are joining the School later), The Mall has an impressive academic track record achieved through excellent teaching and strong pastoral care. The School has exceptional, purpose built facilities including a 20 metre indoor swimming pool, state of the art theatre, design technology workshop, art studio, two science laboratories and a sports hall. The Mall offers a broad and inspiring curriculum including an extensive range of co-curricular activities which staff help to organize and deliver. As a result of our rich and diverse curriculum, record numbers of children every year have been awarded a wide range of academic, sports, musical or artistic scholarships to their next schools. Children enjoy their learning, and are keen to become academically agile, but emotionally articulate, globally and locally aware, and skillful in the way they connect and respond to each other.

The Mall is a friendly and welcoming school which expects the best of its pupils. Relationships between staff and children are excellent. Our children are keen to learn and to be actively involved in the life of the School. There are many opportunities for them, and staff, to be involved in sport, music, drama, trips and other activities.

Further details about the School are available on our website.

### **The Post**

Each class in Reception and Year 1 has a teaching assistant. The post is to assist with either a Year 1 class in the first instance, although the ability to assist with other year groups would be an advantage. Salary to commensurate with experience. The post is subject to the receipt of satisfactory references and the statutory DBS check. The position is term time, full-time, 8.15 a.m. to 3.45 p.m.

## **Teaching assistant job description**

Teaching assistants are responsible to the Senior Leadership Team via the classroom teacher for assisting with the pastoral care and academic achievements of pupils:

- assist the classroom teachers in the development, planning and delivery of all areas of the curriculum
- assist with the preparation of lessons
- involved in the assessment and observation of pupils
- assist with the implementation of pupil targets
- working with small groups of pupils
- occasional supervision of class
- attending junior meetings and in-service training
- display of pupil work
- organisation and use of resources
- following Health and Safety procedures
- accompany pupils walking between the two sites

Are responsible to the Senior leadership Team for their contribution to the extra-curricular life of the school:

- accompanying groups on out of school activities

Are responsible to the Senior Leadership Team for their share in the good running of the School including:

- participating actively in the rota of duties
- maintaining excellent standards of pupil learning and behaviour
- supervising pupils when getting changed for swimming and remaining poolside during lessons
- setting up and helping to run Open Mornings
- attending New Parents' meetings
- involved in nursery and pre-school visits (Reception only)
- setting an example to pupils and maintaining professional standards at all times
- reporting concerns to the Senior Leadership Team or Headmaster as appropriate
- maintaining and promoting the reputation of the School

## **Person Profile**

- An ability to build relationships quickly and to create a fair, trusting and honest environment
- Hard working, flexible and able to demonstrate initiative
- Sense of humour

## **Application Process**

A letter of application should accompany your completed application form. CVs alone will not be accepted, but may be submitted in support of the completed application form. Closing date for applications: **Friday 16 May at 4pm**. Applications may be sent by post, marked for the attention of the Headmaster's Personal Assistant, Ms Emma Frank, or by email to: [headpa@themallschool.org.uk](mailto:headpa@themallschool.org.uk)

Following receipt of applications, the Headmaster will select candidates for interview. Interviews will be held during the week commencing **Monday 19 May**. Interviews will be conducted in person and will assess the capability of the candidates against preselected criteria. The interview will also explore the candidate's suitability to work with children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## TEACHING ASSISTANT PERSON SPECIFICATION

Training and Qualifications		Essential	Desirable
1	Good basic education to GCSE level, or the equivalent, in English and Mathematics	✓	
2	A relevant qualification in Childcare and/or Education	✓	
3	Specialist skills / training in a curriculum or learning area		✓
4	First Aid training		✓

Experience		Essential	Desirable
1.	Experience of working with or caring for children of relevant age in a learning environment	✓	
2.	Experience of using Information Technology to support pupils in the classroom		✓
3.	Experience of working with children who have a wide variety of educational needs		✓

Abilities and skills		Essential	Desirable
1.	Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils	✓	
2.	Able to work with an individual or a group	✓	
3.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
4.	Effective behaviour management skills	✓	
5.	Able to prepare/display relevant resources/materials for teaching and learning activities.	✓	

Knowledge and Understanding		Essential	Desirable
1.	An understanding of the different ways in which pupils learn and how to motivate them	✓	
2.	An understanding of how to support children in English and mathematics	✓	
3.	An understanding of the responsibility of all staff with regard to the health and safety of pupils in their care	✓	
4.	An understanding of a variety of ways in which pupils might be considered to have special educational needs	✓	
5.	Understanding and commitment to equality of opportunity	✓	
6.	Knowledge of the independent school system		✓

Personal Qualities / Attitudes		Essential	Desirable
1.	Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.	✓	
2.	Able to engage and motivate pupils	✓	
3.	A commitment to quality and excellence	✓	
4.	Make an effective contribution to the qualities and aspirations of the school	✓	
5.	Willingness to become involved in all aspects of school life including clubs, school trips and extra-curricular activities		✓