JOB TITLE: TEACHING ASSISTANT

CHINTHURST SCHOOL
INFORMATION FOR CANDIDATES

Role commences: November 2026

CHINTHURST SCHOOL

CHINTHURST SCHOOL

Rated EXCELLENT IN ALL AREAS by the Independent Schools Inspectorate in 2023.

Chinthurst was founded in 1908 and moved to its current site between the villages of Walton on the Hill and Tadworth, a few years later. Although it was originally for all-girls, the school has educated both boys and girls individually over the years and became fully coeducational in 2011. The school buildings are set around large central playing fields and facilities include playgrounds, an indoor heated swimming pool, a multi-purpose court for tennis and netball and impressive dedicated drama, art and science studios.

In February 2017, Chinthurst became a junior school of Reigate Grammar School (RGS), a multi award winning senior school, ranked best co-educational day school in the southeast by the Sunday Times 2024 Parent Power league tables. Chinthurst is part of the Independent Association of Prep Schools (IAPS) and has approximately 300 boys and girls aged from 2 ½ to 11 years old. Academic outcomes are excellent and typically 60 percent of children transfer to RGS for their senior schooling. The remaining children join other top independent and state schools, both locally and further afield.

The school provides a broad and exciting education preparing children for happy and fulfilled lives. From the beginning, children are nurtured in a warm and caring environment and close relationships are prioritised over everything else. This ensures each child feels happy and safe and has the resilience to learn from their mistakes – key ingredients of a successful education.

Central to the school's ethos is a comprehensive wellbeing programme, Wellbeing at Heart, designed to help the children understand how their bodies and minds work and give them the skills to navigate challenges. Chinthurst was a finalist for 2022 Independent School of the Year for Wellbeing in recognition of the success of this approach. Children leave the school as well-rounded individuals with an enthusiasm for life which is very much a reflection of the Chinthurst spirit.

Sport is an important part of life at Chinthurst, and school teams are extremely successful in a variety of sports. Boys and girls choose the sport they want to play and are not constrained by gender norms, and the school's competitive teams reflect this gender mix. The children love it, seeing themselves as equals on the pitch with no preconceived limitations.

Chinthurst was named 2022 Independent School of the Year for Sporting Achievement recognising this ground-breaking approach to gender and sport. A strong extracurricular programme provides additional sporting opportunities, as well as a broad range of other popular clubs including dance, drama, martial arts and craft. Every child is a member of one of four Houses, and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions. The school is well known for its music, drama and art provision.

The children gain outstanding marks in LAMDA drama exams and there is a strong peripatetic music programme. There are many opportunities to perform throughout the year at assemblies, musical showcases, and drama productions as well as in choirs and ensembles. Standards are always extremely high, and the children also enjoy performing in the community and at local festivals. A well-equipped art studio allows the children to explore their creative potential. The school were prize winners in an international art competition for a stunning installation that was created by over 100 of the children in the Upper School.

CHINTHURST SCHOOL

JOB DESCRIPTION

RESPONSIBILITIES

To support form teachers in delivering the curriculum across a range of subjects in Early years KS1 and KS2 classes to include:

- Planning activities and preparing resources for lessons.
- Escorting groups of children around the school to specialist teachers.
- Assisting children with organisational tasks.
- Hearing and supporting readers.
- Completing reading record books.
- Helping teachers to create stimulating displays.
- Helping to maintain a safe and tidy environment.
- Working with small ability groups within the classroom.
- Working with SEND needs groups under the guidance of the teachers.
- Accompany children on outings and out of school activities within the school day where required.

FUTHER RESPONSIBILITIES

- To supervise breaks and lunch times as part of the school rota.
- Occasionally to supervise classes in cases of staff absence. (Supply or cover staff are normally used).
- Assisting the teaching staff in other administrative areas in times of pressure/staff absences.
- If in Early Years, to change nappies as required.

Additional Responsibilities

- An ability to drive a minibus would be advantageous.
- The ability and willingness to offer an extra-curricular break time or after school activity would be welcomed.

THE PERSON

The successful candidate will have, or be able to demonstrate the following:

QUALIFICATIONS/SKILLS

- Educated to an appropriate level. Preferably NVQ Level 3, in a recognised Early Years Qualification.
- Excellent communication skills with the ability to communicate sensitively and effectively with a variety of audiences, especially parents and carers.
- Experience working as a teaching assistant.
- To be trained ELSA would be an amazing additional skill.

QUALITIES

- Efficiency, commitment, a sense of humour, ability to work under pressure.
- The initiative to work on his or her own, but the sensitivity to work as part of a team.
- Warmth and sensitivity, enthusiasm, efficiency, flexibility, a sense of humour, ability to work under pressure.
- High expectations and standards.

FURTHER INFORMATION

TERMS AND CONDITIONS

- The working hours for this role are 27.5 hours per week, spread over 5 days.
- Non-teaching staff at Chinthurst School are remunerated according to their own salary scale.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School 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 (available on our website) and are required to declare any criminal convictions, 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 Services. Full details are given on the application form.

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.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am on Monday 28 September 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | chinthurstschool.co.uk

SCHOOL LOCATION AND DIRECTIONS

Chinthurst is situated between the villages of Tadworth and Walton on the Hill with easy access to the M25 and excellent train links to central London. Both villages are surrounded by green belt with Walton and Banstead Heaths, with their vast expanses of open space, close by. The market towns of Epsom and Reigate are five miles away and Box Hill, owned by the National Trust and part of the stunning Surrey Hills, is in close proximity to the school.

DIRECTIONS

Chinthurst School
52 Tadworth Street
Tadworth
Surrey
KT20 5QZ

01737 812011

By Road

From the South:

Leave the M25 at Junction 8, follow signs for London A217. Carry on over 2 roundabouts and take the second exit on the third (5 ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

From the North:

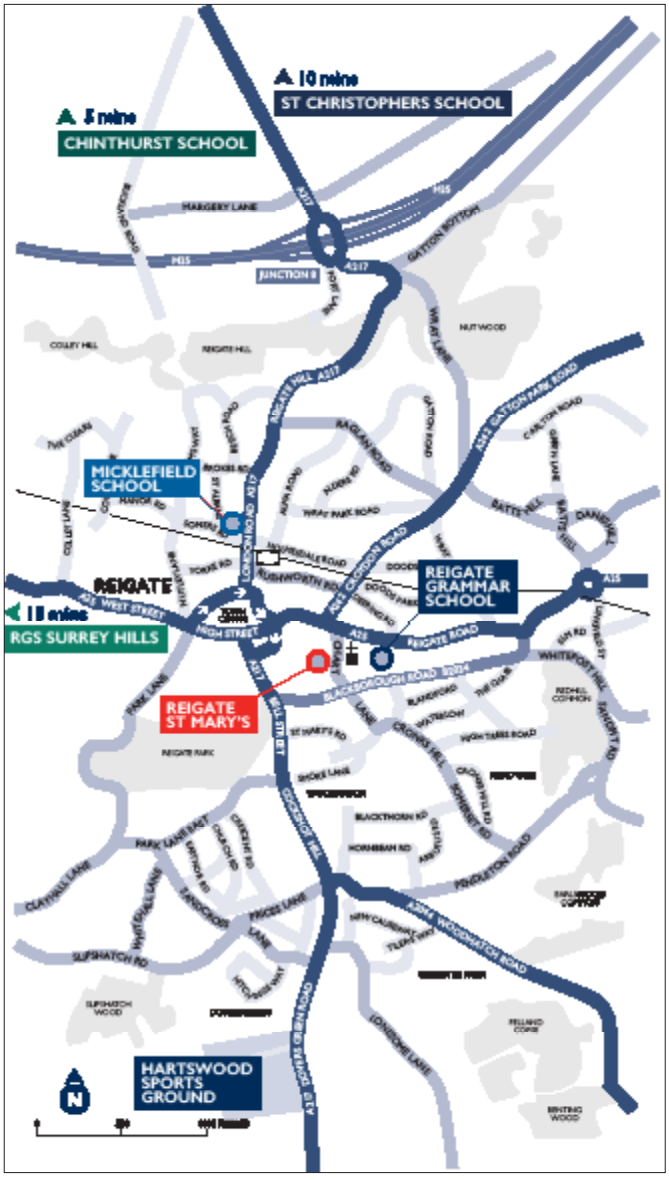
Heading South on the A217, take the fourth exit on the 5 ways roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

By Rail

Chinthurst School is a short walk from Tadworth train station.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.



CHINTHURST SCHOOL