



VACANCY FOR

Pre-Prep Teaching Assistant  
Fixed Term contract

REQUIRED AS SOON AS POSSIBLE



# THE SCHOOL

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Our core belief, that individuals really matter, shapes our values driven ethos of honesty, responsibility, respect and kindness.

## Our key aims are:

- To provide an outstanding all round education at each stage of the 3-13 embracing diversity and promoting a culture of equity and inclusion.
- To ensure that every child is nurtured, supported and challenged, relative to their ability, to make excellent personal and academic progress.
- To provide an exceptional pastoral care framework to ensure every child has dignity, purpose and opportunity.
- To empower children to reach Destination 13 as well-rounded individuals and equipped to make a long lasting contributions within their community and beyond.
- To create and invest in an optimal school environment so every child can excel on their journey.

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding Pre-Prep and Prep school located near the A3 in Cobham, Surrey. Our pupil roll stands steadily each year at around 400. The School is set in 25 acres of grounds and woodlands, and presents a marvellous and inspiring working environment.

Following Shelley Lance's successful tenure, Oliver Barrett will join as Feltonfleet Head in January 2027, with Elizabeth Sieczko serving as Interim Head until then. The school has charitable status and there is a board of Governors.

There are 60 full time teaching staff and a large support team. All members of staff are expected to demonstrate a positive work ethic alongside a spirit of collaboration and mutual support for one another.

Approximately 50 pupils are weekly or flexi boarders. We follow a Monday to Friday routine, with sport matches for Prep school pupils on Saturday mornings.

After an excellent ISI inspection in May 2026, we move forward with excellence as our habit.

Creativity, individuality, critical thinking, resilience, learning from mistakes and instilling a life-long passion for learning are the heart of our approach.

The school provides an excellent framework for professional development with an extensive INSET programme and training. Staff are well supported through an appraisal system which encourages colleagues to seek appropriate courses with a view to constantly raise standards. Feltonfleet is a leading light in its use of digital technology in the classroom with iPads and Google Docs. Teaching staff are supported to gain Apple Teacher status as part of their CPD.

Feltonfleet recently announced its partnership with Reed's School and Ripley Court School to create the Reed's Schools Charitable Trust, establishing a seamless, co-educational pathway for families from the age of three through to A Level. The merged Trust will comprise three outstanding schools: Reed's School (ages 11-18), Feltonfleet (ages 3-13), and Ripley Court (ages 3-11).

All three schools share a common vision and ethos placing the child at the heart of education, with a focus on character, integrity, compassion, responsibility, inclusion and service.



# WHY FELTONFLEET ?

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## Benefits

- Pension scheme and associated benefits provided by Royal London
- Training and development support
- Discounted school fees
- On-site parking
- Complimentary lunch on site during term time
- Use of school swimming pool
- Annual flu jabs

## School life

Feltonfleet provides a thriving school community both for pupils and staff, something that is echoed daily in our core belief 'Where individuals really matter'.

The facilities and grounds at Feltonfleet provide top class learning environments with bespoke settings for a range of specialist teaching including our Pre-Prep, science laboratories, DT, art and outstanding sporting facilities.

Feltonfleet is committed to providing development opportunities to all staff members through formal and informal training. We encourage and endeavour to provide staff with relevant support to grow within their role to ensure all staff fulfil their full potential while at Feltonfleet.



# THE ROLE

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**Job title:** Pre-Prep Teaching Assistant

## Role Overview

**Reporting to** Head of Pre-prep

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**Hours** Full time term time only

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**Salary** Salary will depend on experience.  
An indicative range is between  
£22,000 and £26,000

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**Contract End** 2<sup>nd</sup> July 2027

**Date**

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**Closing Date** Monday 26th October 2026

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**Interviews** Week commencing 2nd November  
2026

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Feltonfleet School is a leading independent prep school, committed to fostering academic excellence and a love of learning in a supportive and nurturing environment. We provide a well-rounded education, preparing pupils for the next stage of their academic journey.

We are seeking an enthusiastic and dedicated Teaching Assistant to join our nurturing school community. The successful candidate will be confident and willing to support teaching and learning in all curriculum subjects in a way that will inspire and motivates our pupils.



# ROLE SPECIFICATION

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## Job Purpose

To support the teaching and learning, care and development of pupils across all year groups within the Pre-Prep Department, helping to provide a safe, stimulating and inclusive learning environment in which every child is supported to achieve their full potential.

The postholder will work flexibly across Pre-Prep, supporting class teachers and other members of the team in the delivery of high-quality learning experiences, contributing to the smooth running of the department and responding to the changing needs of pupils and the school.

## Key Responsibilities

### Supporting Teaching & Learning

- Support class teachers in the delivery of engaging, age-appropriate learning activities across all year groups within Pre-Prep.
- Work flexibly across the department, providing classroom support wherever required, including Pre-School, Reception and Key Stage 1.
- Work with individuals, small groups and whole classes as directed by the class teacher to reinforce learning, develop skills and support pupil progress.
- Help prepare, organise and maintain classroom resources, displays and learning environments.
- Encourage pupils to develop independence, confidence, curiosity and a positive attitude towards learning.
- Support pupils with differing abilities, learning styles and additional needs, adapting support as appropriate and under the direction of the class teacher.
- Observe and communicate relevant information about pupils' engagement, progress, behaviour and wellbeing to the appropriate member of staff.
- Support outdoor learning, practical activities, educational visits and other learning experiences as required.

### Pupil Care & Wellbeing

- Promote the physical, emotional and social wellbeing of pupils, ensuring they feel safe, valued and included.
- Support pupils in developing positive relationships, social skills, independence and appropriate behaviour.
- Assist with daily routines, including arrival, departure, transitions between activities, breaktimes, lunchtimes and personal care where required.
- Support younger pupils with toileting, dressing, eating and other age-appropriate care needs, maintaining dignity and respecting individual needs.
- Be alert to changes in pupils' behaviour, presentation or wellbeing and report concerns promptly through the appropriate channels.
- Help maintain a calm, positive and nurturing environment that reflects the school's ethos and values.



# ROLE SPECIFICATION

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## Flexibility & Teamwork

- Work across all Pre-Prep year groups according to the needs of the department and the direction of the Head of Pre-Prep.
- Adapt to changing priorities, staffing arrangements and pupil requirements, maintaining a positive and collaborative approach.
- Provide additional classroom or pupil support during periods of staff absence, increased pupil need or other operational pressures, as reasonably required.
- Work collaboratively with teachers, teaching assistants, the Learning Enrichment team and other colleagues to ensure continuity of care and learning.
- Contribute to team meetings, planning discussions and the sharing of information where appropriate.
- Undertake reasonable duties associated with the effective running of the Pre-Prep Department, including supervision duties and preparation of resources.

## Safeguarding, Health & Safety

- Promote and uphold the safeguarding and welfare of all pupils in accordance with the school's safeguarding policies, procedures and statutory requirements.
- Maintain professional boundaries and report any safeguarding concerns immediately to the Designated Safeguarding Lead or appropriate deputy.
- Follow the school's policies on behaviour, health and safety, first aid, confidentiality, data protection and the safe use of technology.
- Ensure pupils are appropriately supervised and that activities and environments are safe and suitable for their age and stage of development.
- Maintain confidentiality regarding pupils, families and colleagues, sharing information only with authorised individuals and where appropriate.
- Participate in safeguarding training and other mandatory training as required.

## Professional Development & School Responsibilities

- Participate in induction, training, staff meetings and professional development activities as required.
- Keep up to date with relevant school policies, procedures and good practice in supporting children's learning and development.
- Contribute positively to the wider life of the school and support its aims, ethos and values.
- Undertake any other reasonable duties commensurate with the role, as directed by the Head of Pre-Prep or Head.



# PERSON SPECIFICATION

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## Essential

- DfE-recognised, full and relevant Level 3 Early Years Educator qualification and have the knowledge and skills required to support children's learning, development, health and wellbeing within the EYFS framework.
- At least two GCSEs grades 9 to 3
- A genuine interest in working with young children and supporting their learning, development and wellbeing.
- A caring, patient and approachable manner, with the ability to build positive relationships with pupils and colleagues.
- Good communication and interpersonal skills.
- The ability to work effectively as part of a team and follow the direction of class teachers and senior colleagues.
- A flexible, proactive and positive approach to working across different year groups and responding to changing needs.
- The ability to use initiative appropriately while recognising when guidance or support is required.
- A commitment to safeguarding, promoting children's welfare and maintaining professional boundaries.
- A willingness to undertake relevant training and professional development.

## Desirable

- Previous experience working with children in an educational, childcare or similar setting.
- Experience supporting children across different age groups within the Early Years Foundation Stage or primary education.
- An understanding of child development and age-appropriate approaches to learning and behaviour.
- Relevant childcare, teaching assistant or first aid qualifications.



This job description outlines the main duties and responsibilities of the post and is not intended to be exhaustive. The postholder may be required to undertake other reasonable duties commensurate with the role and level of responsibility, in response to the needs of the school.

Feltonfleet is committed to safeguarding and promoting the welfare of children. All staff are expected to share this commitment and to adhere to the school's safeguarding policies and procedures. Appointment will be subject to the school's safer recruitment checks and requirements.

# YOUR APPLICATION

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Please ensure you read the job information pack carefully, as well as the relevant policies on our website. Applicants are asked to complete the downloadable or online application form available on our website.

The application form is available in a Microsoft Word read/write format or the PDF may be printed and completed by hand.

You should provide a covering letter in support of your application addressed to the headmistress, Mrs Elizabeth Sieczko. Please note: applications should be submitted by email and sent to [hr@feltonfleet.co.uk](mailto:hr@feltonfleet.co.uk)

Documents must either be in Microsoft Word or PDF format as we are not able to accept any other type of file. All applications will be acknowledged by email within one working day of receipt.

Please contact Human Resources on 01932 862264 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. Feltonfleet School and its staff are committed to safeguarding the welfare of children. To support this commitment, successful applicants will be required to undergo screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and social media checks.

It is an offence for any person barred from working with children to apply for this post. References may be taken up at any stage during the recruitment process.





Feltonfleet School is committed to safeguarding and the welfare of children and expects the same from its employees.

All new employees will be subject to an enhanced DBS clearance, checks of identity, qualifications and employment history, including exploring any gaps in employment and two satisfactory references.

Feltonfleet is an equal opportunities employer.

## THANK YOU FOR YOUR INTEREST

If you would like any further information or an application form,  
please contact [hr@feltonfleet.co.uk](mailto:hr@feltonfleet.co.uk) or visit our website at [www.feltonfleet.co.uk](http://www.feltonfleet.co.uk)



**Feltonfleet**  
PREPARATORY SCHOOL

WHERE INDIVIDUALS REALLY MATTER