



St Dunstan's

— College —

Junior School Teaching Assistant at St Dunstan's College Junior School

PERSON SPECIFICATION & JOB DESCRIPTION

Applications Close: 9am 12 July 2026

Interviews: Week commencing 13 July 2026

Contract Type: Full-time, Term Time Only

Start Date: September 2026

Salary: £28,089-£31,822 FTE Actual Salary £21,823 – £24,723

We reserve the right to close this vacancy earlier than the stated closing date should we receive a sufficient number of applications.

JUNIOR SCHOOL TEACHING ASSISTANT

JOB OVERVIEW

Job Title: Junior School Teaching Assistant

Department: Teaching Support Staff

Employment Type: Full Time, Term Time Only, Permanent

Salary: £28,089-£31,822 FTE Actual Salary £21,823 – £24,723

Start Date: September 2026

Responsible to: Head of Section

Responsible for: Pupils

Purpose of the Role:

The College is seeking to appoint a dedicated, enthusiastic and ambitious individual, who would relish the opportunity to make a significant contribution to the fast-paced and thriving Junior School.

We are seeking to appoint a Teaching Assistant to provide support in our ambitious and forward-thinking Junior School setting. This is an exciting and varied role and is an ideal opportunity for anyone with a passion for assisting our pupils to develop a love of learning from the earliest stages of their education. Candidates should be prepared to work in any year group across the Nursery-Year 6 setting during the school day and contribute actively to a broad schedule of dynamic and engaging activities. We are looking for a candidate who can demonstrate flexibility and adaptability, with a keen interest in an innovative and creative curriculum, along with a commitment to a 'pupils first' approach to learning.

JUNIOR SCHOOL TEACHING ASSISTANT

ABOUT THE SCHOOL

St Dunstan's College Junior School aims to inspire a true love of learning from the earliest stages by creating what we see as being the perfect balance between academic rigour, exploratory play and an individualised approach to learning. Our co-educational setting caters for children from Nursery to Year 6, with the majority of our pupils moving to our Senior School in Year 7, seeing our College as an ideal setting for their educational journey through to Sixth Form.

We accommodate one Nursery form, two forms from Reception to Year 2 and three forms in Years 3-6. With the move into a first-class, state of the art new Junior School building in April 2021, our facilities provide an environment in which our pupils can thrive; our building aligning with our forward-thinking and ambitious approach to education. Each classroom has its own outdoor learning space as well as dedicated spaces for our specialist lessons in art, music, computing and drama. We have both a Pre-Prep and Prep library and areas set apart for smaller group work, if needed. Our pupils also benefit from plenty of green space to play and particularly enjoy time spent in our Woodland Classroom.

The Junior School curriculum is designed to meet the needs of all our pupils and as such, they make excellent progress across every subject area. We achieve academic excellence through an engaging, broad and balanced curriculum. Our highly skilled teaching team thinks creatively about the delivery of lessons and taught skills ensure that our pupils are well-prepared to become responsible, global citizens where resilience, adaptability and international mindedness are interwoven. W

Whether additional support is required, or a particular strength identified, we ensure that all needs are catered for by shaping our curriculum around what is best for our pupils as individuals with their own learning style. Our core subjects are taught by our Form Teachers and specialist teachers deliver lessons in art, music, drama, computing, Stuart (PSHEE), languages (Spanish in Pre-Prep and French and Spanish in Prep), PE, swimming and games. We teach humanities and science through the International Primary Curriculum from Reception onwards and find this immersive, engaging and thematic approach to teaching geography, history and science leaves our pupils engrossed and engaged; they love to learn about the world around them and seek to contribute proactively to their community; local, national and international.

JUNIOR SCHOOL TEACHING ASSISTANT

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

Teaching and Learning

- Support pupils' learning and contribute to their overall academic development across the Junior School
- Assist teaching staff in lessons and activities, as directed
- Lead specified learning activities for individuals, groups or whole classes where appropriate
- Contribute to the planning and preparation of learning activities for areas of responsibility, including the Early Learning Goals and Junior School curriculum
- Provide relevant teachers with feedback to support reporting on pupil attainment, progress and development
- Use ICT effectively to support learning and to develop pupils' confidence and independence
- Prepare high-quality resources and displays within classrooms and shared Junior School areas

Co-curricular

- Lead co-curricular sessions as part of the College Forder Programme, selecting and delivering an appropriate activity
- Accompany school visits, supporting the supervision and wellbeing of pupils
- Attend and support occasional school events and functions outside normal school hours, as required by the Head of Junior School

Organisation and Administration

- Demonstrate high levels of enthusiasm, organisation and teamwork within a flexible and collaborative department
- Support the organisation and maintenance of stock and shared storage areas
- Undertake supervisory duties before, during and after the school day
- Assist with the arrival and departure of pupils at the start and end of lessons and the school day
- Provide short-term cover for absent teaching or support staff where required
- Attend weekly department meetings and relevant Continuing Professional Learning sessions
- Complete administrative tasks and responsibilities as delegated by the line manager
- Maintain punctuality and professional standards of dress and appearance

JUNIOR SCHOOL TEACHING ASSISTANT

JOB DESCRIPTION

Safeguarding and Pastoral Care

- Maintain full compliance with safeguarding policies and procedures at all times.
- Work closely with the Deputy Head Pastoral and pastoral team, reporting concerns and monitoring wellbeing, behaviour and attendance.
- Promote proactive, sensitive pastoral provision, including Form Time content and effective transition arrangements.
- Maintain strong partnerships with parents to support pupils' personal development and wellbeing.

Other Professional Responsibilities

- Support the emotional, behavioural and pastoral needs of all pupils, including those with SEND
- Promote the College values of curiosity, confidence, creativity, compassion and courage
- Contribute to the care and wellbeing of all pupils across the Junior School
- Maintain high expectations for pupil welfare and conduct
- Follow College Safeguarding Procedures, reporting concerns to the Designated Safeguarding Lead
- Keep Form Teachers and Heads of Section informed of any concerns or issues
- Communicate professionally with parents, under guidance, maintaining confidentiality and sensitivity
- Hold appropriate First Aid qualifications and assist in maintaining supplies (training provided by the College)

JUNIOR SCHOOL TEACHING ASSISTANT

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Experience		
Experience working in an EYFS setting and/or Junior School		X
A Level 3 Teaching Assistant qualification or higher		X
Skills and Knowledge		
Knowledge of ICT and understanding of virtual learning platforms		X
Creativity and ability to contribute proactively to a stimulating learning environment	X	
Understanding of a fast-paced independent school setting		X
Confidence to lead a group of children for additional support and/or extension as required	X	
Personal Qualities		
An infectious passion and enthusiasm for competition	X	
Well organised and efficient working habits	X	
An excellent motivator of young people	X	
An adaptable and flexible approach	X	
Strong teamwork skills and a track record of excellent collaboration	X	
A strong work ethic	X	

JUNIOR SCHOOL FORM TEACHER

Our Commitment to Safeguarding Children

The College 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, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants, and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

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

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

This role is a teaching role involving extensive contact and responsibility for children. The successful applicant must:

- Always ensure College safeguarding expectations and priorities are met by understanding and complying with the College Safeguarding Policy at all times
- Consult with appropriate members of the Pastoral team should you have concerns of pupil wellbeing, safety, or behaviour, and follow College record keeping and referral procedures
- Maintain good order and manage the learning and wider behaviour of pupils at all times and in all contexts, via the appropriate use of both rewards and sanctions in line with school policy
- Fulfil the responsibilities of being a Form Teacher



St Dunstan's College Junior School is proud to be part of St Dunstan's Education Group, bringing together likeminded schools in the delivery of a modern, pioneering education enriched through the diversity of a south-east London heritage and setting.



St Dunstan's College, Catford



St Christopher's The Hall, Beckenham



Rosemead Prep, Dulwich



St Dunstan's Junior School, Catford