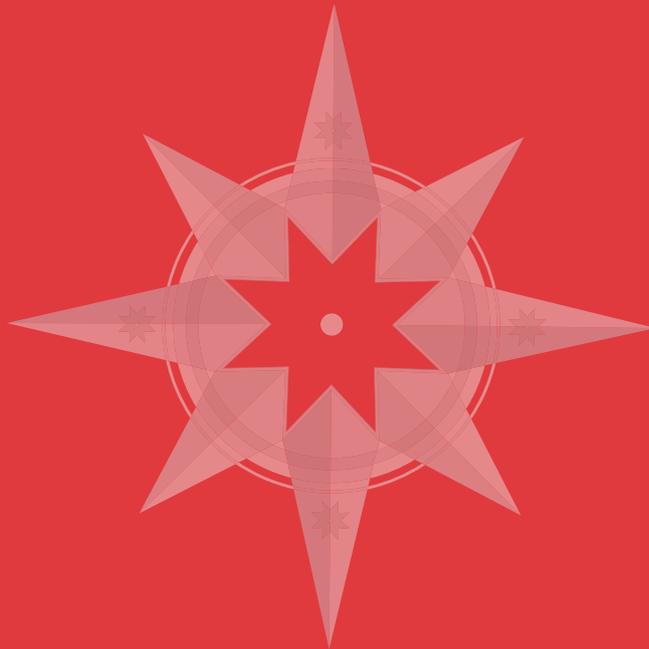




WILLINGTON PREP  
WIMBLEDON

TEACHING ASSISTANT  
Required for Autumn Term 2023



**INFORMATION PACK**

[WWW.WILLINGTONSCHOOL.CO.UK](http://WWW.WILLINGTONSCHOOL.CO.UK)

## Creating the best childhood for all our children

Willington Prep is an environment where each child is supported individually to realise their full potential and promise. Outstanding academic and extra-curricular opportunities exist here and kindness, respect, honesty and humility permeate the daily life of all the pupils.

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### Introduction

Willington is a thriving IAPS Day School of approximately 200 boys and girls aged 3 to 11, situated in the heart of Wimbledon. In September 2020 the School opened a nursery for children aged 3+ and, in September 2021, Willington fully completed the move to becoming an 11+ co-educational school.



Willington Prep is seeking to recruit an enthusiastic Teaching Assistant and keen team player who is prepared to commit fully to the ethos of the School as laid out in our Aims. In Autumn 2023 there will be co-ed forms between Nursery and Year 3. The school will reach full co-education across all years in 2026.

The start date for this position is negotiable but the earlier the start in the autumn term the better.



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## The Teaching Assistant Role

Willington is looking to appoint an enthusiastic Teaching Assistant, who will bring their enthusiasm and commitment to this welcoming environment. The highest standards of professionalism are required to offer curriculum, learning and pupil support where necessary. The Teaching Assistant is initially responsible to the Class Teacher they are assigned to. In some instances this may be more than one

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## Have Knowledge and Understanding of:

- How to communicate effectively with both pupils and adults.
  - NVQ Level 3 (or be working towards) or equivalent knowledge, experience or skills.
  - Children's needs, particularly those with learning difficulties.
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## Curriculum Support

- Support pupils' learning as directed, fostering independence and self-esteem.
- Contribute to curriculum planning and evaluation, assist in the introduction to the lesson and interact with the teacher and pupils as required.



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## Learning & Pupil Support:

- Provide pupils with the level and type of support specified by the Teacher.
- Support individuals or groups of pupils during independent and/or group work, which includes challenging the more able and supporting the less able.
- Assist in the personal, social and emotional development of pupils.
- Accompany pupils as directed and supervised by the responsible Teacher on and off the school site.
- Encourage and reinforce positive interactions between pupils.
- Provide comfort and care for minor accidents and report serious problems or danger to a teacher.
- Identify and report uncharacteristic behaviour patterns



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## Teacher Support

- Assist in the day-to-day management of the learning environment.
- Participate in record-keeping and pupil assessments.
- Provide feedback to the teacher about the learning activities and the pupil responses.
- Assist in the positive management of pupil behaviour.
- Undertake appropriate administrative tasks.

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## Relations with Parents and Wider Community:

- Liaise effectively with pupils' parents; where appropriate, sharing and providing relevant information; e.g. regarding day-to-day pupil organisational matters.
- Maintain confidentiality according to the school's and legal requirements at all times.



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## Wider Professional Effectiveness

- Be responsible for a specified area(s).
- Understand the roles and responsibilities of others within the school.
- Make an active contribution to the life and aspirations of the school.
- Contribute to, and take part in marketing activities and events to promote the school.

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## Other Responsibilities

All staff should be willing to assist other staff in preparation and supervision of activities to include some playtime and lunchtime supervision and a school club. Teachers are required to attend Staff Meetings and Briefings, Inset Days, Parents' Evenings/Meetings, Open Days and other published school events. Teachers are also expected to be prepared to attend other such meetings, functions and training and to carry out other reasonable duties as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary.

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## Managing own Performance and Development:

- Understand the need to take responsibility for their own professional development and to keep up-to-date with research and developments in pedagogy and in the subjects they teach;
- understand their professional responsibilities in relation to school policies and practices;
- set a good example to the pupils through presentation and personal conduct;
- participate in the school's staff professional development programme; and
- be aware of the pastoral needs of the children and take appropriate steps to safeguard them at all times.



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## Individual Responsibilities:

All staff are encouraged to co-ordinate a particular area of school life (area of responsibility) suited to their interest and skill.

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## Person Specification

The Teaching Assistant needs to

- be a good communicator, organised and efficient;
- be a team player;
- have a secure understanding of the curriculum and its requirements

The Teaching Assistant must have:

- enhanced disclosure via the CRB;
- a warm and encouraging personality;
- motivation to work with children and young people;
- the patience required to work with children for whom some aspects of the curriculum are more challenging;
- ability to form and maintain suitable relationships and personal boundaries with children and young people;
- emotional resilience in working in a busy school;
- a positive attitude towards use of authority and maintaining discipline; interest in teaching methods relevant to children of mixed ability;
- the ability to use ICT in day-to-day teaching;
- the ability to maintain positive and professional relationships with parents.

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## Safeguarding

Candidates are expected to have an excellent understanding of current safeguarding procedures and be part of the school's safeguarding team.

Willington is committed to safer recruitment and all candidates will need to satisfy our employment checks before taking up the position.



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## Attributes and Disposition

- Empathy for others;
- Enthusiasm and a passion for learning;
- A positive, can-do approach;
- An expectation of high standards;
- Ability to work under pressure;
- Flexible and adaptable;
- willingness to promote and support extra-curricular activities;
- have an excellent understanding that the children come first;
- have a positive disposition including a good sense of humour.



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## Applications

The deadline for applications is 15th Sept. Interviews will be held w/c 18th Sept. We reserve the right to appoint at any time in the recruitment process and therefore invite interested candidates to apply as soon as possible. To submit an application please send the completed application form, the details of two referees and a covering email to **Mr Keith Brown, Headmaster c/o Lucy Walton: [admissions@willingtonschool.co.uk](mailto:admissions@willingtonschool.co.uk)**.

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## Working with Us

You will be joining a warm and supportive staff body, where new ideas are welcomed as we work together to provide the best possible education for all the pupils from Nursery upwards.

Our location, just a 4 minute walk from mainline Wimbledon Station (District Line tube) appeals to a number of staff who travel in from the wider area.

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### Staff benefits include:

Competitive salary

Free lunch

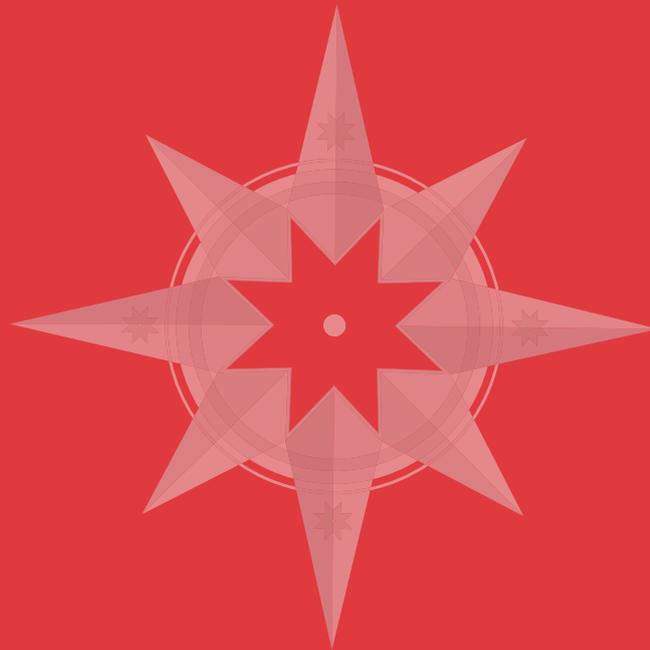
Cycle to work scheme

Up to 50% school fees discount (conditions apply)

Staff tea/coffee

CPD

Training on all school systems



Willington Prep, Wimbledon  
Worcester Road, London, SW19 7QQ  
T: 020 8944 7020 E: [admissions@willingtonschool.co.uk](mailto:admissions@willingtonschool.co.uk)

[www.willingtonschool.co.uk](http://www.willingtonschool.co.uk)

Prep School for Girls & Boys aged 3-11

