



Eaton Square
Prep School



Teaching Assistant

Job Description

Headmistress' Welcome

Dear Candidate,

Thank you for your interest in joining Eaton Square Prep School. We are a vibrant and forward-thinking community, committed to providing an exceptional education within a caring and inclusive environment. Our dedicated team works tirelessly to ensure that every child thrives academically, socially, and emotionally.



We were founded in 1981, where the school began life as a Nursery in the basement of St Peter's Church on Eaton Square. Today, it is a thriving co-educational independent day school for children aged 2–11, offering continuity of education during the most formative years of a child's life. Eaton Square is proud to be part of the Dukes Education family, sharing a commitment to excellence and innovation in independent education.

Our ethos is rooted in the POISE values – Perseverance, Ownership, Integrity, Service, and Empathy – which underpin every aspect of school life. We aim to nurture character and curiosity, enabling pupils to flourish academically and personally. Equal emphasis is placed on intellectual, artistic, aesthetic, physical, and musical pursuits, ensuring a broad and balanced education that prepares children for life beyond the classroom.

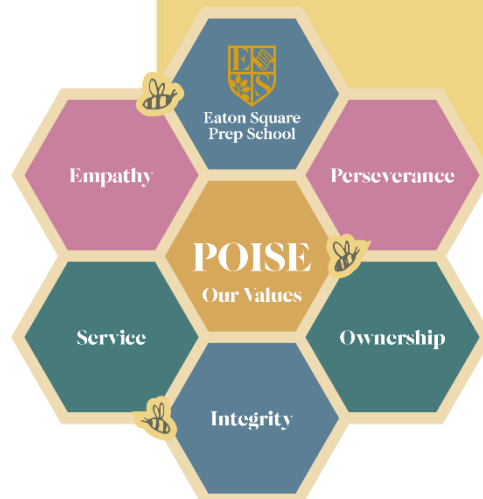
Although non-selective at Reception, Eaton Square maintains high academic standards. Many pupils progress to leading London day schools and boarding schools at 11+ and 13+, including Westminster, St Paul's, Dulwich College, King's College Wimbledon, City of London Girls, Godolphin and Latymer, JAGS, Benenden, Eton, Harrow, Tonbridge, and Winchester.

As Headmistress, I am immensely proud of the strong sense of belonging that defines our school. We value collaboration, creativity, and kindness, and we seek colleagues who share these ideals and will contribute to the continued success of our pupils. If you are passionate about inspiring young minds and making a meaningful difference, we would be delighted to hear from you.

Warm regards,

A handwritten signature in black ink that reads "Trish Watt".

Mrs Trish Watt
Headmistress



The Role

Teaching Assistant

Eaton Square Prep School, Belgravia

Job Purpose

The Teaching Assistant will support outstanding teaching and learning within the Pre-Prep and EYFS, working in a designated class but with the flexibility to be placed in any class as required. This is an exciting and varied role for an adaptable, enthusiastic individual committed to nurturing every pupil and helping them reach their full potential.

Teaching Assistants are committed to outstanding pastoral care, safeguarding pupils' well-being, and placing the pupil at the centre of everything they do. They promote pupils' spiritual, moral, cultural, mental, and physical development and maintain an overarching understanding of each pupil's whole educational journey.



Key Responsibilities

Teaching & Learning Support

- Support the class teacher in delivering lessons and activities to small groups or individual pupils.
 - Prepare and maintain a well-organised, engaging classroom environment that fosters learning and independence.
 - Adapt support to suit different age groups, abilities, and learning styles.
 - Assist with planning and preparation of resources for lessons and activities.
 - Promote excellent behaviour for learning in line with the school's expectations.
 - Support pupils with varying needs, including those with SEND or EAL, as directed by teaching staff.
 - Contribute to the assessment process through observations and feedback; record learning where required (e.g. Tapestry in EYFS).
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Pastoral Care & Pupil Welfare

- Provide a safe, nurturing, and inclusive environment where pupils feel supported and valued.
- Act as a positive role model, encouraging respect, resilience, independence, and confidence.
- Attend to pupils' personal care needs, including toileting, in line with the school's Intimate Care Policy.
- Respond appropriately to accidents or illness, providing care and reassurance.
- Maintain awareness of pupils' medical needs, allergies, and dietary requirements.
- Take responsibility for being well-informed about developments in pastoral care and contribute to a proactive pastoral team.
- Support pupils' spiritual, moral, cultural, mental, and physical development, helping them develop key skills and a love of learning.
- Maintain an overarching understanding of each pupil's journey across EYFS and Pre-Prep.



Operational Support

- Assist with supervision at lunchtimes, breaktimes, before and after school as required.
- Support the safe arrival and dismissal of pupils.
- Accompany pupils on educational visits and outings.
- Assist with preparation and maintenance of high-quality classroom displays.

Team Contribution & Whole-School Involvement

- Work collaboratively with class teachers, EYFS/Pre-Prep colleagues, and the wider school team.
- Communicate effectively, sharing relevant information about pupils' learning and wellbeing.
- Attend staff meetings, training sessions, and school events, including parents' evenings and open days.
- Cover for class teachers when needed and support wider school initiatives.

Person Specification

Essential

- Experience working with children in EYFS or Pre-Prep/primary settings
- Adaptable and flexible approach to supporting different age groups
- Warm, professional, and enthusiastic manner
- Strong communication and interpersonal skills
- Understanding of safeguarding and child protection



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Desirable

- Relevant childcare or teaching assistant qualification (Level 2 or 3)
 - Experience supporting pupils with SEND or EAL
 - Knowledge of EYFS and/or Pre-Prep curriculum
 - Familiarity with online learning platforms such as Tapestry, Read Write Inc. etc
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Safeguarding Statement

Eaton Square Prep School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo enhanced DBS clearance and provide satisfactory references.

Additional Information

- This is a class-specific role; however, the successful candidate may be placed in any Pre-Prep or EYFS class, depending on the needs of the school.
- Staff are expected to contribute fully to the wider life of this busy and ambitious independent school.

Why Work at Eaton Square Prep School?

Part of Dukes Education – As part of Dukes Education, staff benefit from professional development, training, and career progression opportunities. Being in a wider network allows for collaboration, sharing best practices, and strong support for both new and experienced teachers.

Well-resourced house school – Eaton Square Prep School is a nurturing and welcoming school with a true home-from-home atmosphere. Our size allows us to focus on each child while maintaining excellent facilities that support high-quality teaching and learning.

Wonderful pupils – Our children are curious, kind, and engaged, making teaching here a joy. With a focus on personal development, creativity, and academic growth, pupils are encouraged to be their best in a supportive environment.

Committed staff team – At Eaton Square Prep School, you will be part of a dedicated and supportive team of professionals who share a passion for education. Our teachers work together to inspire and challenge pupils, fostering shared learning and continuous improvement.

A culture of creativity, excellence, and community – Eaton Square Prep values academic success and personal growth, ensuring children become confident, well-rounded individuals. Our culture of innovation, inclusivity, and pastoral care makes this a special place to work.

In addition, staff have access to:

- Dukes Education group CPD events, training sessions, workshops, collaborative development days and courses each year, plus invitations to all Dukes events, talks, kids' camps, and more.
- An Employee Assistance Programme, including six free in-person counselling sessions for both you and your family members.
- Free financial advisory service
- Cycle to work scheme.
- Substantial gym discounts





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- Free subscriptions to wellness programmes
- Private health scheme.
- Staff loans for training.
- Free daily lunches and refreshments.
- Long holidays.
- A warm staff culture with regular staff socials.

About Dukes Education

Dukes Education is a carefully curated family of exceptional independent schools, nurseries, and colleges, united by a shared commitment to providing the highest quality education. With settings across the UK and Europe, Dukes educates over 20,000 young people. Founded on a belief in nurturing every child's potential, Dukes schools retain their own distinctive ethos and character while benefiting from the support and expertise of a wider network.

Eaton Square Prep School became part of the Dukes Education family in 2018, joining a network of schools that uphold the same values of warmth, excellence, and ambition. For staff, this partnership brings exciting opportunities for professional development, with access to an outstanding programme of CPD and training. Teachers benefit from collaborative learning, observing best practice across the group, and engaging in training that enhances their expertise. Dukes Education is committed to the growth of its educators, ensuring they are continually inspired, supported, and equipped to deliver the very best teaching and learning experience for their pupils. Being part of Dukes Education provides staff with excellent opportunities for career progression, with the potential for promotion within the group's network of schools.

One of the unique strengths of Dukes Education is its model of autonomy within community. Each school maintains its own identity, leadership, and traditions, while still benefiting from the support and shared knowledge of the wider group. The balance between independence and collaboration ensures that pupils and staff alike receive the best of both worlds: a school that feels like home, with the backing of a group that champions excellence in education.



Terms of Employment

Reporting To

- Headmistress
 - Head of EYFS
 - Class Teacher
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- Competitive annual salary
 - The school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with previous employers and an enhanced check with the Disclosure and Barring Service
 - Eaton Square Prep School is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.
 - This post is subject to a probation period of three months or one term (whichever is longer). The School may, at its discretion, extend the probationary period for a further period.



Where Tradition Meets Innovations



Appointment Process

To apply, please complete the application form on [TES.com](https://www.tes.com). You may choose to attach a CV detailing your relevant experience and a covering letter. Please include your current salary details.

- The closing date is **1 May 2026** at 9.00 am.
- The School reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.
- Candidates invited for interview will be contacted in the first instance by Sally Holdsworth Hunt (HR Manager) with first-round interviews held via Teams. Successful candidates will then be invited to in-school interviews.