



**IPSWICH PREPARATORY SCHOOL**  
**PART TIME TEACHING ASSISTANT (0.8 FTE)**  
**Initially a fixed term post until the end of the Summer Term 2026**  
**Required as soon as possible**

**THE PREPARATORY SCHOOL**

Ipswich Preparatory School, for pupils aged 4 –11, is the primary aged stage of Ipswich School and close links are enjoyed with the Senior School. Generally, there are two classes per year group, Reception to Year 6 and a day care nursery (The Lodge) which cares for some 100 children aged 3 months to the time the children join Reception.

The Prep School operates as one unit, from Reception to Year 6 with lessons on Mondays to Fridays. Whilst there are organisational differences between the ways in which school life is structured for ‘infants’ in Lower Prep and ‘junior’ pupils in Upper Prep, there is no formal separation of the school into two sections.

Most pupils proceed to the Senior School at 11+ having been offered a place at the end of Year 5. Some are awarded scholarships to the Senior School, including academic, art, music, and sports awards.

Pupils follow a broad and balanced curriculum. Academic achievement is high and the School has particular strengths in art, music, drama and sport. All classes, with the exception of Years 4 to 6 are generally taught by their Form Teacher, although some subjects, such as Languages, Art, Computing, Games, Music and Science are taught by teachers specially appointed to teach that subject, throughout the school. The School has Learning Support staff, a school counsellor and a good number of teaching assistants.



## **Facilities**

The 'Lower Prep' building catering for Reception to Year 2, and also includes The Lodge's Pre School room, was opened in 1996, and in 2006, the upper part of the Prep (Years 3-6 / Key Stage 2) moved into purpose-built accommodation on the same site known as 'Upper Prep'. The Prep School shares some facilities with Ipswich School, primarily the dining hall for Years 4 to 6, School Chapel, playing fields, swimming pool, pavilion, sports halls, but also floodlit all-weather pitches at our sports grounds including Ipswich School's Sport Centre at Rushmere, and woodland areas and astro pitch at Westwood.

The Prep has its own multi-purpose halls, science laboratory, art/technology room, libraries, adventure and hard play areas, ICT suite and music rooms including practice rooms and dedicated after school facilities.

## **Curriculum**

The School broadly follows the National Curriculum but our schemes of work are deeper and broader. Additional subjects such as Engineering, Thinking Skills and FRIENDS (Social skills and mental wellbeing) are also taught weekly. The pace of learning is fast and enables pupils to look well beyond the confines of the National Curriculum, such as children learning Languages from 4 years old. We embrace breadth of study in all subjects and extend skills through an extensive activities and co-curricular programme, some of which is provided by teachers after school.

Scholarships to Ipswich School and to other selective senior schools are regularly won. Under the guidance of the Director of Studies, there is good liaison between Prep School subject leaders and Senior School heads of department.

Sport is a strength. Pupils follow a varied programme of activities, which include rugby, hockey, cricket, netball, swimming, gymnastics, athletics, and dance. Regular fixtures are held against neighbouring schools and excellence is fostered, whilst always adhering to a policy of 'sport for all' and a high emphasis on getting the skills right at this early stage.

Music is also a particular strength of the school; all pupils being taught to play a string instrument in Year 3, where a choice of cello, viola, violin and double bass are offered and instruments loaned by the School. Notation is taught through Stave House from Reception. Musical opportunities abound, whether through choirs, orchestras, jazz groups, concert bands or chamber groups.

Art and Drama afford children opportunities to explore their creative side and drama takes place in the curriculum every week; the Year 6 play being the pinnacle. Children have a myriad of opportunities in art, including taking part in external competitions and we are often very successful in these.

Ipswich Prep School is developing a strong 'outdoor curriculum' where we take advantage of using the world around us to learn. This includes lessons beyond the classroom, using our small wood and visiting our affiliated farm to learn 'on the farm', not about it. We also have an established Bushcraft programme and successful residential visits are an inclusive part of the curriculum.

The children use our chosen Learning Dispositions to develop metacognition; an understanding of how they learn in all aspects of school life.

## **Teaching and Assisting at the Prep School**

The School enjoys a talented, committed and loyal teaching staff and Teaching Assistants. The ratio of teachers to pupils is approximately 1:11. In addition to Form Teachers, there are specialist teachers for PE, Games, Music, Art, Languages, Science, Drama, Computing and Learning Support. Form teachers, in addition to subject specialists, take on subject leader roles.

All staff who teach at the School make contributions to school life outside their own specialisation as well as to our co-curricular programme. The School has a strong community feel and new members of staff invariably speak of the supportiveness and friendliness of their colleagues and the pupils.

Staff meetings for teachers are held weekly and may be general in nature or consider a particular subject, aspect of school life or professional development. There are three INSET days per year.

## **Pastoral Care**

Pastoral care is primarily in the hands of Form Teachers who are supported by an effective system of rewards and sanctions and by a range of support; such as the Learning Enhancement team and TAs, the school chaplain, Matron, and school counsellor and Deputy Head (DSL & Pastoral lead). All staff are responsible for helping to ensure that the children are happy in school.

## **The Lodge Day Nursery**

The School's day care nursery (The Lodge Day Nursery) offers outstanding childcare provision for children aged 3 months to 4 years. We work in partnership with families to ensure each child feels safe, secure and has plenty of opportunities to discover new adventures, learn, grow, and thrive.

Situated close to Ipswich Prep School, The Lodge house is easily accessible in the heart of Ipswich. Our attractive building offers bright, spacious rooms, a large garden and outdoor environment.

We have four age ranges: Discoverers, Explorers, Adventurers and Pre School and children will move onto the next stage at the appropriate time, but when they are ready. Our specially designed rooms provide the perfect environment for each age range and children always have regular access to our spacious garden and outdoor areas. Our Pre School room has a full-time qualified EYFS teacher during term-time ensuring a smooth transition to full-time school education.

The Nursery opens all year round (apart from Christmas week and a week in August) from 7.30am until 6.00pm and is managed by a dedicated manager and team of staff.

More information about Ipswich Preparatory School, Ipswich School and The Lodge Day Nursery can be located on our websites: [www.ipswich.school](http://www.ipswich.school) and <https://www.lodgedaynursery.co.uk/>.

## Our Core Values

The whole of Ipswich School and The Lodge Day Nursery work under the same **core values** and we expect all of our members of staff to uphold these values as follows:



### Care

For each individual. For the community. For each other. For others.

### Passion

For our subjects and activities. For the transforming power of education to realise potential.

### Potential

Within each individual, our pupils, and our staff, to grow and excel in all that they do.

### Communication

Clear, comprehensive, and timely.

## Hours of Work:

- This is a fixed term post, initially to the end of the Summer term 2026 and is subject to completion of a 6 month probationary period.
- Full time hours: 8:15am - 3:45pm Monday to Friday during Ipswich School term time, including a 30 minute unpaid break (35 weeks per year). This is a 0.8 FTE post and the exact working arrangements can be explored at interview.
- All Teaching Assistants are required to work on Open Morning on one Saturday (usually) in September each year. Please note you are always expected to work your normal hours on the two days prior to the start of the Michaelmas (Autumn) term each year, and on the INSET day (currently in February each year). These days are staff INSET days for training and development activities and they are included in the definition of Ipswich School term time.

## Salary and benefits

- The salary is dependent on skills and experience (starting from an annual full time equivalent salary of £17,217) and can be discussed further at interview.
- The annual salary quoted is for a whole academic year and includes statutory holiday pay. Your actual salary will depend on your start date in the academic year and will be 0.8 FTE.
- Annual leave may only be taken outside of Ipswich School term times.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme with 10% employer contributions, and you will receive 3x death in service cover.
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support.
- Free lunch is provided in the Senior School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- After 3+ years' service, support staff are eligible for staff fee remission.

## Teaching Assistant - Job Description

### Member of Ipswich Preparatory School Staff

**Role:** As a member of Ipswich Preparatory School, this role is responsible to the Prep Head. The role maintains the welfare and pastoral care of all pupils within the school, by supporting the School's ethos. Those appointed to this role are expected to provide high standards of teaching and pastoral care by creating the right conditions for effective learning.

1. **General:**
  - To support the School and its aims by example and commitment.
  - To observe professional standards, as outlined in the School Handbook, or as directed by the Head.
  - To be supportive of colleagues and of decisions taken by the School, by showing discretion and confidentiality when dealing with pupils, parents (current, prospective or past) and colleagues.
  - To attend whole school events which may involve up to four Saturdays in a school year, INSET days and evening events as appropriate.
  - To attend assemblies, staff meetings and other meetings appropriate to your role within the School.
  - To be punctual.
  - To set high expectations of conduct, appearance and diligence and to monitor standards in these matters.
  - To maintain standards of manners and general behaviour amongst children in the classroom, in the playground, in the dining room and on trips and special occasions in and around the School.
  
2. **Pastoral:**
  - To identify and respond to individual pupil needs.
  - To inform Form Tutors, the Deputy Head and the Head about issues with individual pupils.
  - To respond appropriately to correspondence from parents about pupils and inform the Head and, as it concerns them, colleagues.
  - To carry out duties as may be reasonably required by the Head or Deputy Head.
  - To be consistent and fair in all dealings with pupils.
  - To keep Form Tutors and, as required, the Deputy Head, or Head informed of all rewards and sanctions which have been initiated in accordance with school policies.

## Teaching Assistant

**Role:** The Teaching Assistant will be responsible for supporting the delivery of the whole School curriculum under the direction of the Director of Studies and Form Teachers and is ultimately responsible to the Head of Ipswich Preparatory School

### 1. **Qualifications and specification**

- NVQ 2 or 3 or equivalent, or be prepared to gain one.
- First Aid Qualification, or be prepared to gain one.
- Be experienced in working with children in small groups to support their learning.
- Have an understanding of child development and the role of play and other activities.
- Have an understanding of health and safety and welfare issues within an educational environment.

### 2. **Duties and responsibilities**

- To work as a member of the school to promote the physical, emotional, intellectual and social development of the children under the direction of the Form Teacher.
- To promote high expectations and aspirations for all children including fostering independence.
- To work closely with the Form and Subject Teachers to provide a stimulating, safe and caring learning environment appropriate to the year group. Prepare and set out resources in an appropriate way, as directed by the Form or Subject Teacher.
- To work with children within the classroom to facilitate their access to learning.
- To work independently with groups of children according to lesson plans or individual pupil needs, assessing children's progress in order to inform the Form Teacher or Subject Teacher.
- To take responsibility for the children working in areas where a variety of activities are available (both inside and outside under the direction of teaching staff), facilitating and enabling them by providing appropriate levels of support and interaction.
- To ensure that the materials, equipment and resources are available for the children to undertake planned activities.
- To monitor stocks of resources as appropriate and ensure that classrooms and cupboards are tidy and well ordered.
- To undertake playground and supervisory duties and accompany pupils on outings/trips – which may include residential trips
- To deal appropriately with minor accidents and injuries both indoors and outdoors and be first aid trained
- To provide assistance as necessary with (as appropriate to the directed age group):
  - Taking and returning pupils to swimming lessons at the Senior School and help with undressing/dressing
  - Help with undressing/dressing for PE
  - Changing children after any toilet accidents, nose bleeds etc
- To listen to children read and help with tests/assessments.
- To photocopy and laminate resources.
- To help create or take responsibility for creating displays for children's work as directed by the Form and Subject Teachers.
- To encourage children in their social skills and good manners.
- To assist in preparations for major events and concerts.

*This list is not exhaustive and duties may be changed or added to as determined from time to time.*

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## GENERAL INFORMATION

The School was rated *Excellent* in all categories in the most recent report by ISI Inspectors and The Lodge Day Nursery *Outstanding* by Ofsted (September 2022).

The School takes seriously its responsibility to provide opportunities for continued professional development. All new staff receive induction and guidance from the Prep Head and other senior colleagues.

Ipswich is the county town of Suffolk, with about 150,000 inhabitants. The town has a lively theatre, a renowned football club, a multiplex cinema and a film theatre, a strong musical life, and clubs and societies catering for many sporting and cultural interests. In the summer the Aldeburgh Festival enriches the musical life of the area. Road and rail links to London, Cambridge, the Midlands and the North are excellent, with Liverpool Street being just over an hour away. Also within easy reach are many attractive and historic small towns and villages. The coastline is a special feature, offering large unspoilt areas of beach and estuary for recreation.

## APPLICATION AND INTERVIEW ARRANGEMENTS

We would encourage you to download a full job description and application form from our website [www.ipswich.school/vacancies](http://www.ipswich.school/vacancies) or contact [hr@ipswich.school](mailto:hr@ipswich.school) / 01473 408300

*Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.*

Completed application forms, with the names, addresses and telephone numbers of two referees; should be sent by **12 noon on Monday 20 October 2025** to Mrs Lucy Southgate, Acting Prep Head, Ipswich Preparatory School, 3 Ivory Street, Ipswich, Suffolk IP1 3QW or email: [hr@ipswich.school](mailto:hr@ipswich.school).

**Interviews are scheduled to take place on Monday 3 November 2025.** Visits to the school are welcome and should be arranged with Head's PA, Mrs C Clarke via [prephead@ipswich.school](mailto:prephead@ipswich.school).

## PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Senior Designated Person for Safeguarding (Matron for Senior School pupils, the

Prep Deputy Head for Preparatory School pupils and The Lodge Day Nursery Manager for The Lodge).

- Applicants are asked to state if they have a DI entitlement to drive a minibus, or be willing to take a DI minibus test if required.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking / vaping Policy which prohibits smoking in any area of the School site.

October 2025