



JUNIOR SCHOOL TEACHING ASSISTANT

Employment Status: Full-Time, Term Time Only, Permanent

Application closes: 0900 Monday 28 April 2025

Required From: September 2025

Longlist Interviews (Online): From Tuesday 29 April 2025

Shortlist Interviews (Onsite): W/C Monday 5 May 2025



Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

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.

St Dunstan's Trustee Limited (registered number 14407568) on behalf of St Dunstan's Educational Foundation (registered number 312747)

THE ROLE

Responsible to: Head of Section

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.



THE DEPARTMENT

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. 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.

JOB DESCRIPTION

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

- To support pupils with their learning and to share in the care and wellbeing of children throughout the Junior School
- Demonstrate high levels of enthusiasm, work ethic and organisation as part of a cohesive and flexible departmental team
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEND
- To promote the College values of curiosity, confidence, creativity, compassion and courage
- To assist the teaching staff in lessons and activities, as directed
- To take a lead role in the delivery of specified learning activities to individuals, groups or classes if appropriate
- To contribute to the planning and preparation of any learning activities for specified areas of responsibility, including the Early Learning Goals or Junior School curriculum
- To provide the relevant teachers with appropriate feedback for reports on pupil attainment, progress and development
- To use ICT effectively to support learning activities and to develop children's confidence and independence in its use
- To assist with the preparation of high-quality resources and displays, both in the classroom and in shared areas of the Junior School
- To support and assist with the general welfare of all the children in the Junior School, maintaining high expectations for all
- To be aware of and implement College Safeguarding Procedures and the need to report any actual or potential Safeguarding concerns to the Designated Safeguarding Lead
- To proactively keep Form Teachers and the Heads of Section informed of any problems or concerns
- To foster clear, professional communication with parents, under the direction of the Form Teacher or Head of Section, maintaining sensitivity and confidentiality at all times
- To undertake an appropriate share of supervisory duties before, during and after normal school hours
- To assist with the arrival and departure of children at the beginning and end of lessons and the school day
- Attend a weekly department meeting and relevant Continued Professional Learning sessions, as required
- To accompany school visits, escorting and supervising pupils

JOB DESCRIPTION

- To maintain appropriate and professional personal standards of dress and appearance
- To ensure punctuality at all times
- To attend and support occasional functions out of normal school hours, as deemed necessary by the Head of Junior School
- To hold appropriate First Aid qualifications and to assist with the maintenance of necessary First Aid supplies (College to provide training)
- To provide cover on a short-term basis for absent members of the teaching or support staff
- To lead co-curricular sessions as part of the College Forder Programme, selecting your own choice of activity
- To help with the organisation of stock and shared storage areas
- Other administrative tasks and responsibilities as delegated by your line manager





PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
A Level 3 Teaching Assistant qualification or higher		X
Experience working in an EYFS setting and/or Junior School	X	
Knowledge of ICT and understanding of virtual learning platforms		
Strong teamwork skills and track record of excellent collaboration		X
Creativity and ability to contribute proactively to a stimulating learning environment	X	
A strong work ethic and high levels of personal organisation		X
An adaptable and flexible approach	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	

The Package

Salary: £19,923 - £23,772 (as per the 2024-25 pay scales)

Hours: Monday to Friday, 0800 - 1600, Term Time Only

Pension: ISPS (DC)*



