

**TEACHING ASSISTANT**

Part time (2-3 days per week, negotiable) from

September 2025 or January 2026

www.newcollegeschool.org

applications@newcollegeschool.org

Savile Road, Oxford. OX1 3UA

Tel: 01865 285560

Applications are invited from exceptional candidates for the **post of Teaching Assistant at New College School** from September 2025 or January 2026. They will mainly provide support in the school’s Year 3 class, though there may also be responsibilities and opportunities to support in other areas of the school. The salary is on the school’s own TA salary scheme and is offered at a pro-rata rate, which for a full-time TA pays for 35 weeks of term plus 6 weeks of holiday and bank holidays; this is further pro-rata’d for part-time TA staff. This particular post is negotiable, based on an expected 2 to 3 days per week during school terms. The post is pensionable and contributions are paid to the OSPS Pensions Scheme.

**The post** offers an exciting opportunity for a dynamic, innovative, positive and enthusiastic professional to make an exceptional contribution to the education offered at New College School. The successful candidate will have a high level of professional skills, a genuine enjoyment of working with children and other adults, an open-minded and collegial attitude, and an enthusiasm for the ethos and aims of the school. They will be interesting and interested, kind, calm, committed, and willing to go the extra mile for their pupils. They will have an excellent rapport with children and be able to deal sensitively and imaginatively with their needs.

Specific responsibilities will include, but are not limited to:

- assisting teachers, and being proactive, in the preparation of learning resources

- helping with displaying work

- assisting with individual reading

- helping with trips and outings

- escorting boys to and from the games field and, potentially, helping out with sport on games afternoons

- assisting with individual boys in lessons, including in break-out groups

- carrying out breaktime/lunchtime supervision duties, including in the school library

**All employees at New College School** commit themselves to contributing fully to the life of the school in and outside the classroom and are expected to promote the spiritual, moral, social, cultural, academic and physical development of all pupils in the school. Other general responsibilities include:

* Keeping up-to-date with educational developments particularly having regard to matters relevant to the primary and prep school curriculum
* Encouraging all pupils happily to achieve their potential and giving extra help if to maximise pupil progress
* Being sensitive to balancing the academic and pastoral demands of a school like NCS
* Maintaining excellent positive classroom discipline having regard to the behaviour policy of the school
* Using ICT both within the curriculum and in the reporting system to parents
* Contributing displays in classrooms and on display boards in corridors
* Taking note of the special educational and health needs of individual pupils, following advice from the Inclusion Co-ordinator or school office
* Referring concerns about the performance of pupils to the relevant form tutor, contributing to discussions of individual pupils or giving written advice on request from form tutors or the Headmaster
* Following all whole-school policies as set out in the staff handbook, especially those with regards to safeguarding and Prevent
* Observing school policies on health and safety requirements ensuring that they are implemented appropriately at all times
* Carrying out supervisory duties in accordance with the school’s staff duty rota and cover for absent colleagues as appropriate
* Contributing to the extra-curricular life of the school, especially through the lunchtime and after-school activities programme
* Attending assemblies and some school functions
* Attending INSET sessions and any other meetings required for the discharge of duties
* Following the NCS induction programme and advice of their mentor
* Participating in the school’s performance management scheme
* Conforming to the disciplinary code of the school and all GDPR requirements
* Developing and maintaining good relationships with parents and the local community, taking an especial interest in the extraordinary educational and cultural setting of New College

**New College School** is a friendly and mutually-supportive independent day school for boys aged 413 – a small and dynamic community of some 160 pupils. There is one class in each year of the school and, in Year 8, a separate class for those pursuing academic scholarships at their chosen senior school. The majority of pupils go on to the major independent schools in Oxford and some to boarding schools further afield. Apart from its strong academic standing, the school’s complementary focus on music, the arts and sport is notable. All boys have the opportunity to develop their potential and a wide variety of talent emerges and is celebrated. The Headmaster is a member of IAPS (The Independent Association of Prep Schools).

New College itself is one of Oxford's oldest and best-known colleges; the school is situated close to, and is owned and governed by, the college as an integral part of its operation. Some twenty of the school’s current pupils are the internationally-renowned New College choristers. With the support of the college, there has been a programme of continuous development of buildings and facilities, ensuring the school embraces the best of latest educational thinking whilst remaining true to its traditional standards and values. Over the last few decades, new buildings have been added to provide an array of excellent facilities. Most recently, developments have included the provision of iPad ‘hubs’, a complete refit of the Science laboratory, a new library and media room, a purpose-built sports hall, which upstairs houses art and DT rooms and an ICT suite. The school is currently in the process of building five new classrooms, a dining room and an auditorium.

The school uses nearby astro-turf pitches and New College playing fields for sport. All boys in the prep school are allotted two afternoons for sport. New College chapel is used for school services and pupils of all ages regularly have access to the college to enrich their learning with visits to the buildings, archives, gardens and neighbouring laboratories as well as attendance at special events. All the facilities of collegiate and civic Oxford are within very easy reach and provide boundless opportunities for pupils and teachers. Oxford and its surroundings need little introduction. Oxfordshire is a very congenial place in which to live, with first class cultural, intellectual and social amenities and the close proximity of delightful countryside. The rail and motorway networks provide quick and easy access to London and much of central and southern England.

There is a standard allocation for the core areas of the curriculum and this is supplemented by a good measure of creative and sporting activity. The core curriculum taught throughout the school consists of English, Mathematics, Science, History, Geography, Religious Studies and Philosophy, French, Computing, Art, DT, Music and Sport and Wellbeing (PSHCEE). Specialist teaching in Art, French, Games and Music is provided right from the start of the pre-prep and boys enjoy the variety of moving around the school to specialist areas. In the prep school, boys aged 7-9 in Years 3 and 4 are still taught a good number of subjects by their form teacher, but some further specialisms are introduced. From Year 5 onwards, pupils are taught by subject specialists and Latin is started; Greek is offered from the age of 11.

Individual music lessons take place during lesson time (and sometimes lunchtimes, and before or after school) on a rotational basis. The optional Saturday Music School, run by the music staff, offers chamber ensembles, theory classes and Oxford Children’s Chamber Orchestra (OCCO). The lunchtime enrichment activities programmeruns four days a week and pupils may choose from a variety of options covering sporting, cultural, intellectual and practical pursuits.

Although the school’s and college’s foundation informs our values, there are no denominational restrictions and colleagues and boys of all faiths (or none) and backgrounds are welcomed. In this spirit, formal assemblies for the prep school are held each morning, touching on a variety of spiritual, moral, pastoral and ethical matters. The school and college chaplain supports the work pastoral work of the school.

New College School places great emphasis on a good partnership with parents, as is characteristic of a close-knit school. The successful candidate will be expected to keep parents sympathetically informed about children’s progress and work with them to develop boys’ potential.

The school day for staff runs from 8.00am to 16.00 (or 17.00 if a colleague is supervising an after-school activity) from Monday to Friday with the expectation of some break duties. Mid-morning coffee, tea and lunch are provided. In addition, staff are expected to contribute to the after-school activities programme, and potentially be available for a weekly staff meeting, for parents’ evenings and for some social occasions for parents.

**New College School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Safeguarding Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & Confidential for the Headmaster’. The successful applicant must obtain Barred List clearance and DBS clearance at enhanced level.**

**Application forms should be accompanied by a brief covering letter addressed to the**

**Headmaster, Dr Matthew Jenkinson, and should be sent to Mrs Dee McCusker, Head’s PA, New College School, Savile Road, Oxford, OX1 3UA or by email to office@newcollegeschool.org no later than midday on Friday 23 May 2025. All candidates called for interview will be kept abreast of arrangements after that point.**