



Notting Hill Prep
TO THINK. TO THRIVE.



Notting Hill Prep School

Candidate Information Pack

A Welcome from the Head

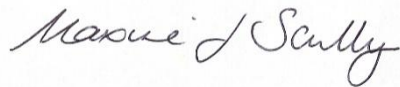


I am delighted that you are considering NHP as the next step in your career. I feel very privileged to be the Head of this wonderful school. NHP has quickly built a reputation as one of the leading prep schools in central London thanks to a combination of dynamic teaching, excellent academic results and a firm commitment to protect the joy of childhood.

I strongly believe that children thrive when they feel safe and happy. At NHP (affectionately re-named by the children as No Happier Place) we work hard to create a nurturing environment where our pupils' views are respected and encouraged. Kindness and courtesy are key themes and we focus on the children's ability to co-operate, to think collaboratively and to show consideration for the needs of others. We ask that candidates share these values and are willing to promote the core principles of the school.

Thank you for your interest in becoming part of the hugely special staff body we have at NHP. I hope you enjoy reading a bit more about the school, the role and what we can offer you.

I look forward to receiving your application, should you wish to apply.



Maxine Scully
Head

NHP in a Nutshell

NHP was established in 2003 by a group of local parents and founding headmistress Jane Cameron with the vision of creating a local co-ed prep school, grounded in a strong partnership between school and parents. NHP began with the main aim that every child should have the right to come to school each day feeling safe and happy. NHP became part of the Dukes Education Group in 2023. We have come a long way since 2003 growing from 50 children in one building to 400 across three buildings.

The school is located just off the bustling Portobello Road in the heart of Notting Hill on a split school site. All buildings are in close proximity and have a lot of interaction, with children and staff moving between them throughout the school day.

The OB: The 'Old Building' – this was the first one of our buildings to exist and is home to our Lower school: Reception - Year 2

The JCB: The 'Jane Cameron building' – this is our Middle School. This building houses Year 3 - Year 5

The PGB: The 'Portobello Green Building' – a two-minute walk from the others, this is our newest building and home to Year 6 - Year 8

If you are shortlisted to interview, you will be invited to have a tour of the school as part of the recruitment process.



The NHP Ethos

NHP is a Thinking School which promotes academic rigour and protects the joy of childhood.

At the heart of an NHP education are four key values:

WONDER

We are curious. We know that a question is almost always the first stage in both the learning process and in finding our voice and so we encourage them. We inspire debate and seek intellectual growth. We find joy in imagination, passion, adventure and original thought and we nurture those qualities in our pupils.

CHALLENGE

We are ambitious. We believe that a child's school years should be a time when they feel safe to challenge and be challenged. When children do not fear failure, they are ready to express their own views, test out new ideas and take risks. At NHP, we celebrate being out of our comfort zone both personally and academically. We see making mistakes, and learning from them, as the path to deeper learning.

SELF-KNOWLEDGE

We think about ourselves. We encourage our pupils to be aware of what they think and feel in certain situations. Observing our own actions and reactions is the first step towards being more conscious of how we learn, how we behave and who we are. Increased self- knowledge is a key part of future success and growing into the person you would like to be.

COMMUNITY

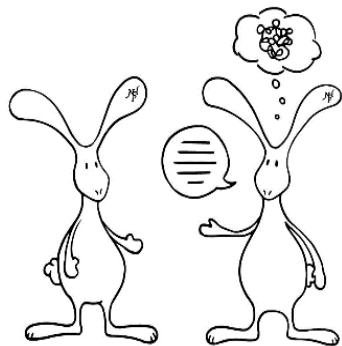
We think about others. We take time to observe and consider the lives and needs of the people around us. We are part of many different communities: cultural, social, local, national and international. Appreciating the diversity and complexity of other people deepens our ability to empathise. We advocate that whilst you are forging your own path you have a responsibility to look after and respect others along the way.

NHP is a Thinking School

NHP gained accreditation as a Thinking School from the Cognitive Education Development Unit of the University of Exeter in June 2014. It was one of the first prep schools in the country to have formal Thinking School status and continues to thrive today. In 2021, NHP became the first, and currently only, Advanced Accredited Thinking Prep School in the country. The NHP approach to learning enables teachers, pupils and parents to have a deep understanding of how to learn and think effectively.

At NHP, we are preparing pupils for a life of learning. We want to make learning exciting and enjoyable, and we want our pupils to thrive. We know that questioning and knowledge are fundamental to education. At NHP, teachers make the questions visible, both in the way they organise their teaching and the way they draw out questions from the pupils themselves. In this way, we build both the knowledge and the application of knowledge (the process).

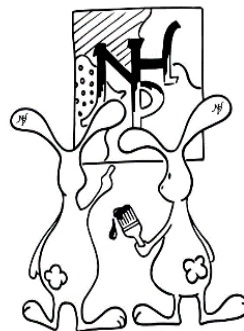
We embody the thinking School approach by using a unique curriculum within NHP, which provides pupils and teachers with a framework for learning. It functions as a toolbox, which consists of a series of strategies, such as Thinking Frames, Thinking Hats, P4C and the NHP Rabbit with the 10 Habits (see some examples below). These strategies form a common language, which reaches across all subjects and develops the whole child.



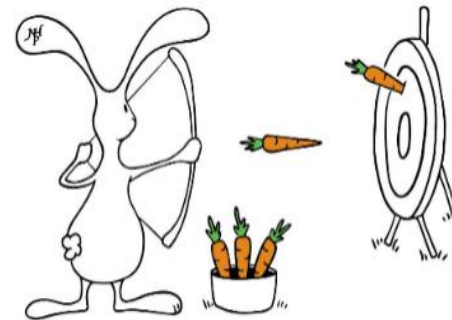
Communicating with Clarity



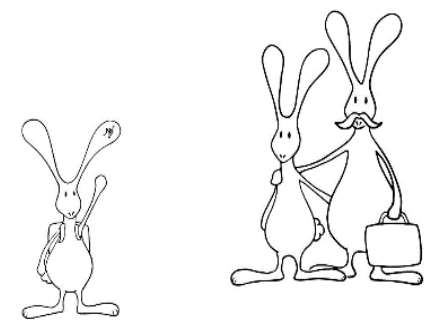
Being Kind and Courteous




Collaborating



Striving for Accuracy



Showing Independence



"...Notting Hill Prep likes to do things differently...the prep's Thinking School status... creates academic rigour while preserving the joy of childhood"

Tatler Schools Guide, 2023

Teaching Assistant (part-time)

Role Overview

Are you determined to work hard and change children's outcomes for the better? Are you excited by new personal challenges and the opportunity to join a dynamic, passionate and innovative team? If so, then please do apply for the role of Teaching Assistant (part-time) at our popular co-ed school in the heart of Notting Hill.

The successful candidate will have a passion for teaching and a wish to provide a dynamic, inspiring and exciting learning environment for the children. The role will suit someone with previous experience in the classroom, although we will also consider those with no formal teaching experience who may be considering a career in primary education.

The position will include supporting the class teacher within curriculum lessons, reading support, helping to develop pupils' social skills and organising teaching resources. NHP is a 'Thinking School', a title which reflects its approach to education and its devotion to instilling in its children the values of resilience, creativity and responsibility. We teach children not merely to learn, but to learn how to learn. The successful candidate will share the school's aspirations.

Good personal presentation, a friendly disposition and a willingness to participate in school life are considered important qualities for this position. This role will involve contact with and responsibility for children and will amount to 'regulated activity'.

We are looking for a Teaching Assistant (part-time). The salary will be approximately £25,500 - £27,000 pa (pro rata for part-time), subject to experience.



General Areas of Responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Leadership Team
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for professional reviews
- To carry out supervisory duties, including late club, playground and lunch supervision and other specific duties which may be reasonably requested by the Senior Leadership Team
- To cover for absent colleagues, when required, as organised by the Senior Leadership Team
- If notified in advance, to take games and school teams as required by the Director of Sport
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to monitor the attendance and wellbeing of pupils
- To ensure good leadership, and a sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their learning environment
- To ensure that all pupils adhere to the School rules
- To notify the School about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

Specific Responsibilities as Class Teaching Assistant

- Supporting the pupil
 - a) supporting all pupils with whom you come into contact
 - b) working with individual or groups of pupils as directed by the class teacher or SENCo, under the class teacher's supervision
 - c) taking a group or individual children as designated by the class teacher or SEN team for phonics, top-up sessions, reading support and Learning Support sessions
 - d) helping to develop pupils' social skills
 - e) giving appropriate support to any pupils with additional learning needs, either physical, behavioural or educational, as directed by SENCo / class teacher
 - f) ensuring pupils are given care and protection
- Supporting the teacher
 - a) supporting group work and whole-class work
 - b) helping to assess pupils' literacy, numeracy and reading performance
 - c) performing routine tasks, for example, preparing materials and setting up resources for 'Early Morning Learning' and the day ahead
 - d) assisting teachers and other staff, as directed by Head of Section
 - e) supporting the class teacher you are assigned to. You may be assigned to a different teacher from time to time over the course of the year, as directed by the Head of Section
 - f) recording observations of children regularly and communicating this to the class teacher
- Supporting the Curriculum
 - a) helping to organise materials used in all lessons
 - b) supporting individual pupils, groups or the class, while the teacher works with a group of children / individual child
 - c) supporting in specialist lessons as required on and off site, e.g. accompanying classes to Swimming or PE lessons off site
 - d) taking groups in Games/playtime activities.
 - e) participating in, and contributing to, team planning, self-evaluation and in-service training in assigned areas of the curriculum and in the provision of pastoral care

- f) in the Early Years, TAs will help to plan the activities for indoor and outdoor play and will contribute observations of the children's developing early learning goals
- General activities
 - a) supervision of pupils out of class (e.g. lunch time, playground, late club)
 - b) extra-curricular activities and visits
 - c) assisting the class teacher with preparation of resources
 - d) first aid
 - e) interaction with parents
 - f) creating and updating classroom displays, as directed by class teacher or Head of Art/Section
 - g) Assisting with road crossings and transitions between buildings (**to take priority over other duties**)
- Taking on teaching role
 - a) teaching small groups for phonics, comprehension, group reading, maths and/or spelling, as the teacher requires
 - b) in the event that the form teacher is away, cover may be required for the teacher in his/her absence
 - c) there will be opportunities for professional development and TAs may be offered extra responsibilities, depending on their performance and qualifications

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Deputy Heads, Head or senior colleagues may require from time to time.

Personal Profile

This position involves contact with, and taking responsibility for, children and will amount to 'regulated activity'. The successful applicant will be required to assist in teaching all the core curriculum subjects to the year group specified. He or she will also have an important pastoral care role in the class and will be expected to communicate with parents and represent the welcoming and open-door ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

Qualifications & Experience

- Experience/knowledge of EYFS/KS1 preferred
- Level 3 or above Early Years qualification preferred
- Degree qualification preferred
- Satisfactory passes in GCSE Maths and English Language are essential

Personal Attributes

- A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures
- Suitability to work with children*
- Excellent interpersonal skills with the ability to build strong relationships at all levels
- Adaptable to changing circumstances and new ideas
- Firm but approachable and enjoys being highly visible to children and parents
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Personal concern and interest in welfare and development of children
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrate professionalism, loyalty and integrity
- Demonstrate diplomacy when dealing with others
- Sense of humour
- A commitment to supporting the wider life of the school, such as after-school activities

** This position involves contact with, and taking responsibility for, children and will amount to 'regulated activity'. The interview will explore issues relating to safeguarding and promoting the welfare of children * The interview will also explore issues relating to safeguarding and promoting the welfare of children*

How to Apply

If you are keen to join our team, please tick the 'Apply' button on Tes to submit your application form. The closing date for completed applications is 9:00 am on **Friday, 31st October**, although early applications are encouraged. Interviews will take place the week commencing on **3rd November 2025**. Shortlisted candidates can expect to have an interview and be observed with a group of children.

Notting Hill Prep is a 'Thinking School', a title which reflects its approach to education and its devotion to instilling in its children the values of resilience, creativity and responsibility. We teach children not merely to learn, but to learn how to learn. The successful applicant will share the school's aspirations. The school is committed to safeguarding and promoting the welfare of children 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 and the DBS. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application. Applicants are expected to have read the NHP Child Protection and Safeguarding policy as part of the application process.

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. "NHP is an equal opportunities employer."





"Pupils are respectful and make positive friendships. They are aware of the need for inclusion and they celebrate diversity. They treat each other with kindness and empathy"

ISI Inspection, 2025

Working at NHP

NHP recognises that it would not be the place it is without its amazing team! We value each and every one of our staff members and are aware of each person's contribution to making NHP the thriving, safe and nurturing environment that it is. Below are some of the benefits which we offer:

- A generous salary package
 - Free school lunches daily (term time only) and two staff breakfasts a term
 - Cycle to Work Scheme
 - Employer Contribution to a Pension Scheme (teaching and non-teaching)
 - Private Medical Insurance (subject to conditions)
 - Long Service Award Scheme
 - Generous holidays. Teaching staff will receive the school holidays. Non-teaching staff are entitled to 30 days annual leave (must be taken during school holiday time) plus UK bank holidays
 - Up to 50% discount on school fees
 - One 'flexi-day' per term
 - Training and Development – professional development opportunities and support for all staff
 - Be a part of an incredibly supportive, friendly team and working environment
- Regular staff socials





"Every member of staff at NHP is amazing. The teachers are very special, some of them make you feel you want to go back to school."

NHP Parent



Part of the Dukes Education family.
Together we're extraordinary.



Notting Hill Prep School, 95 Lancaster Road, London, W11 1QQ
020 7221 0727 HR@nottinghillprep.com
nottinghillprep.com

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