



DS 046 Learning Assistant

Operational



Interview date
Monday 15th June



Contract type
Permanent
Full-time
Term Time Only



Start date
September 2026

Safeguarding Statement:

Dragon School is committed to safeguarding and promoting the welfare of children and expects all colleagues to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.



MESSAGE FROM THE HEAD

Introduction

Dragon School is one of Britain's leading preparatory schools, offering a first-class day and boarding education for children aged 4-13 years. Located in the heart of the city of Oxford, the Dragon provides a distinctive educational experience that not only celebrates childhood and the joy of learning, but also prepares young people with the skills to thrive in a rapidly changing world and continue to 'Reach for the Sun' (Arduus ad Solem).

This is an exciting time to join the Dragon School Community as we have just launched our Strategy for 2027 and Beyond. This plan outlines our ambition for the next few years including our plans for a network of schools across the world. We welcome colleagues to the Dragon who will add value to our community with their unique skill set and share in our ambition.

Free-thinking sits at the heart of a Dragon Education. As a School, we are constantly seeking to innovate, developing the curriculum both in and out of the classroom. Dragon Quest, our Saturday enrichment programme, is a unique opportunity to stretch our pupils further, giving children the freedom to learn new and unfamiliar skills, from beekeeping to exploring anthropology; we are only limited by our imaginations. Equally, giving back, service and philanthropy is integral to being a Dragon.

We are pleased that you are considering applying for this role and we hope this brochure gives you all the information you need. We look forward to receiving your application.



"We welcome colleagues to the Dragon who will add value to our community with their unique skill set and share in our ambition."



ABOUT THE DRAGON

The School

Since 1877, Dragon School has cultivated Kindness, Courage, and Respect in its young learners. Today, we are an extraordinary co-ed day and boarding school in Oxford for children aged 4-13.

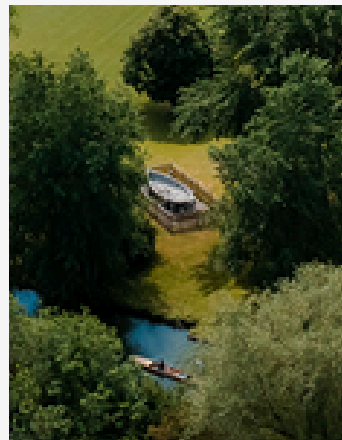
In terms of location, the Dragon enjoys the best of both worlds. Our nurturing Pre-Prep is in vibrant Summertown, and our North Oxford Prep boasts expansive playing fields rolling down to the banks of the River Cherwell. In our classrooms, you will feel the energy, excitement and aspiration which define a Dragon education. And elsewhere around School – on the playing fields, in our new music and performing arts centre, in the boathouse, art studios, science labs or our homely boarding houses – you will get a sense of the strong relationships and the powerful ethos that binds our School community.

Our progressive outlook is built on a legacy of intellectual curiosity. The School was founded as the Oxford

Preparatory School in the 19th century to educate the sons of Oxford University dons. The name was soon changed to Dragon School and it was run for many years by the Lynams, a family with progressive educational views. Today, the Dragon's aims and ethos remain true to its founding tenets that school should be a place of inspiration, wonder and, above all, fun.

We are proud of our history, but we refuse to stand still. The Dragon is proudly co-educational and inclusive, and our boarding and day pupils represent thirty different nationalities. Diversity cultivates a dynamic, cosmopolitan environment where young learners can feel proud of their unique qualities. This strong sense of self feeds our pupils' energy and drive, and many move onto senior school with academic and specialist scholarships.

When you join the Dragon, you join a lifelong community.



ABOUT THE JOB

The Role

Overview

The Dragon seeks to appoint a Learning Assistant for the Prep who will work in partnership with the class teachers to help each child to progress at a rate that allows him or her to achieve their full potential. This is a full-time role, however applicants who are able to work a minimum of 4 days per week will be considered.

Duties and responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to –

- To support pupils to learn effectively with increasing independence in a variety of settings.
- To liaise with the class teachers and Learning Support team on all aspects of pupils' needs.
- To liaise with parents about day-to-day activities.
- To lead planned group work and deliver small group intervention under the guidance of a teacher.
- To establish and maintain a supportive relationship with the child and respond appropriately to their individual needs.
- To take part in the school duties and activities.
- To support teachers with educational visits.

Assessment, Records and Reports

- To help the teachers assess and keep records of each child's academic progress both through personal records and those set out in the school policy, being proactive in informing the teacher of any particular concerns.
- To follow school policies in relation to communication with parents and children, both orally and in the school planners.
- To help keep records of any significant social and emotional developments.

Activities

- To support the Prep community by attending Assemblies.
- To contribute to all school occasions such as Harvest, Christmas, Open Days and Sports Days etc.
- To take an active part in making high quality displays throughout the school.
- To be part of the weekly school duty rota.
- To be willing to contribute fully to games/ PE and swimming at Prep.

Meetings and Further Professional Development

- To attend weekly staff meetings and be present at meetings at the beginning and end of term.
- To participate in INSET convened to review and improve teaching methods and programmes of work.
- To attend courses which are relevant to further professional development.
- To meet with colleagues to review professional development.

Discipline, Health and Safety

- At all times to have regard for the safety of everyone at Prep.
- To respond to fire regulations and health & safety policies as drawn up by the school.
- To maintain good order in the class and, along with all members of the Prep community, promote the school values of Kindness, Courage and Respect.
- To undertake a general course in First Aid and liaise with First Aid Officers when necessary.

Administration

- To supervise the playground, crossing and lunches according to an agreed rota.
- To cover for absent staff as necessary.
- To work closely with any other persons in the classroom.
- To be familiar with all Dragon policy documents.

Reports to: Head of Learning Support

Health and Safety at Work

All colleagues share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

For an informal discussion about the role please contact Josie Evans, Head of Learning Support, at josie.evans@dragonschool.org

ABOUT THE APPLICANT

The Person

Essential

- A good level of English and Math
- Good knowledge of the way children learn
- Confident use of information and communication technology (ICT)
- Evidence of working successfully as a member of a team
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Creates a happy, challenging and effective learning environment
- Ability to demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession
- Ability to be adaptable and solve problems
- Strong interpersonal skills
- Ability to communicate, both written and orally
- Ability to influence and negotiate
- Commitment to the principles of Diversity, Equity and Inclusion
- Commitment to safeguarding and promoting the welfare of children
- Values and respects the views and needs of children
- Is resilient and demonstrates ability to work in a variety of settings
- Ability to work independently and as part of a team
- Sensitivity to the needs of others
- Openness and willingness to address and discuss relevant issues
- Commitment to high quality teaching and fostering a positive learning environment for pupils
- Commitment to professional development
- Commitment to the Dragon School's policy of equal opportunity and the ability to work harmoniously with colleagues and pupils of all cultures and backgrounds
- Ability to work under pressure and with competing priorities

Desirable

- Level Three Teaching Assistant qualification or above
- Experience of working with children of a similar age

EDI Statement

At Dragon School we know that diversity promotes creativity and innovation. We are committed to equity of opportunity and to being a fair and inclusive employer.



Salary and benefits

Salary



£21,220 per annum

Live Out Allowance

Many colleagues (including some operational staff) who live off site (not in school accommodation) receive a “Living Out Allowance” (LOA) of £4,300 p/a in return for:

- supervising one evening Prep a week, followed by the taking of Supper and “Dorms” in a Boarding House;
- being on weekend duty for two weekends per academic year; and
- supervising the London bus approximately once every two years.

Accommodation

We have limited accommodation available, but we try to help where we can. Colleagues whose roles require them to live and work within our boarding houses usually live rent free and do not pay for council tax or utilities. Gas and electricity are taxable benefits and reported annually by P11D.

Colleagues who live in school accommodation and undertake supervisory boarding duties in the evenings and at weekends will usually live rent free but will make a monthly contribution towards the costs of council tax, water, gas and electricity which is deducted directly from salary.

Pension

All eligible colleagues are auto-enrolled into the School’s Defined Contribution pension scheme.

The School makes an employer contribution of 4% of salary alongside an employee contribution of 4%. A tiered structure enables colleagues who increase their employee contributions to benefit from higher employer contributions up to a maximum employer contribution of 12% as follows:

- 4% employee / 4% employer
- 5% employee / 9.3% employer
- 6.5% employee / 11% employer
- 7.5% employee / 12% employer

Pension Salary Sacrifice

Pension salary sacrifice is offered as an optional agreement to exchange part of gross salary for an increased pension contribution. This is a tax efficient way of saving as tax and National Insurance (NI) contributions are reduced.

Fee Remission

We offer a generous 75% fee remission against day fees at our Prep School (E to A Block inclusive) for up to two children. The fee remission is calculated pro rata for colleagues who work part-time.

Other benefits



Coaching Programme

External one-to-one confidential support sessions for professional development



Counselling

Free confidential counselling sessions (six per issue, per year)



Cycle to Work Scheme

A tax efficient way to buy a bike and/or accessories (via salary sacrifice)



Electric Car Scheme

Drive a new fully insured and maintained car for a fixed monthly amount (via salary sacrifice)



Employee Assistance Programme

24 hour, 365 days confidential support and advice



Enhanced Maternity and Paternity Pay

Maternity and paternity pay above the statutory minimum



Eye Test

Free annual eye test for regular VDU users



Flexible Working

Ask us about job share opportunities, hybrid working etc.



Life Insurance

3 x annual salary



Lunch

Free nutritious and delicious meals during term time



Sick Pay

Generous sick pay, should it be needed, above the statutory entitlement



Colleague Discounts

Various discounts including on school holiday courses for children



Swimming Pool

Free access to the School's swimming pool at designated times



Work Pattern

34 weeks of term time (shorter terms than the maintained sector) with half termly exeat

The selection process

- Applications should be submitted via our [website](#)
- For safeguarding reasons we are unable to accept applications by CV.
- You will be required to complete a full employment history and account for any gaps.
- You will be required to nominate a minimum of two referees (one must be from your current or most recent employer). If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head.

Pre-Interview

If you are shortlisted for interview the School will contact your referees and will conduct an online search on you. The online search will consider any relevant incidents or issues involving you that are publicly available (including information contained in social media accounts).

Interview

Your interview will involve a brief session with our People (HR) and School Office Team during which you will be required to produce original documents to verify your identity, address, right to work in the UK, qualifications and professional status and overseas checks (if relevant).

Post-interview (pre-appointment)

- All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.
- If you have worked or been resident overseas for three months or more in the previous ten years then you will be subject to additional overseas police checks in accordance with statutory guidance.
- Where applicable to the role, you will be subject to prohibition from teaching and prohibition from management (section 128) checks.
- You will be required to complete an annual EYFS declaration and a declaration to confirm your medical fitness.

For further information about the recruitment process please contact

human.resources@dragonschool.org





Dragon Prep School
Bardwell Road
Oxford
OX2 6SS

Phone: +44 (0)1865 315 548
Email: human.resources@dragonschool.org

