



LAMBROOK

PRE PREP TEACHING ASSISTANT

Early Years/Key Stage One

Information for Candidates



Required for September 2025

Closing date— Monday June 9th 2025



CANDIDATE SEARCH

Lambrook is looking to appoint outstanding and dynamic Teaching Assistant for our successful Pre Prep Department to join our established team of teachers and teaching assistants. The successful candidate would need to be good team player and have excellent interpersonal skills with both colleagues and parents.

The successful candidate will have a strong passion for working with children and a good understanding of an Independent school setting. Ideally have at least an NVQ 3 qualification but not a necessity.

TEACHING AND LEARNING

- To work closely with the class teacher to enable the department to meet the social, behavioural and educational needs of the children.
- To support the class teacher in furthering the children's learning and understanding.
- To work closely with the class teacher to inform the planning of lessons.
- To supervise and support individuals and groups of children under the direction of the teacher.
- In the case of teacher absence, to be confident to teach planned sessions.
- To support the department in implementing individual education plans and helping children attain their targets.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.
- To feedback any concerns about children to the appropriate line manager.

ADMINISTRATIVE DUTIES

- To prepare and present displays of children's work.
- To carry out duties in line with the normal expectations of a school environment (for example: playground duties, lunch duties and occasional after school duties).
- Photocopying and other administrative tasks in order to support teaching.
- To undertake professional courses to enhance classroom practice.
- To undertake other reasonable ad hoc duties from time to time as necessary.

STANDARD AND QUALITY ASSURANCE

- Support the aims and ethos of the School.
- To attend meetings and INSET days.
- To set a good example in terms of dress, punctuality and attendance.
- To undertake professional duties that may be reasonably assigned by the Class Teacher/Head Teacher.
- To be proactive in matters relating to health and safety.
- To act responsibly under the guidance of the school's child protection policy in terms of the welfare and protection of the children.
- To attend the occasional evening or Saturday event (for example, curriculum evenings and assessment days).



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PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- A good level of education, particularly in English and Mathematics.
- A good understanding of the expectations of an Independent school setting.
- An understanding of the EYFS and National Curriculum.
- An understanding of Safeguarding requirements in a school environment.
- An understanding of child development.
- Experience of working with children.
- A basic knowledge of health and safety requirements in a school environment.

SKILLS AND ABILITIES

- Ability to work effectively as part of a team.
- Confidence to teach a small group of children.
- Ability to follow instructions or work on own initiative as necessary.
- Ability to work within the policies of the school.
- Ability to establish positive relationships with pupils and empathise with their needs.
- Ability to encourage pupils to interact with each other in an appropriate and acceptable manner.
- Ability to use language and other communication skills that children can understand and relate to.
- Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher.

PERSONAL QUALITIES

- A commitment to giving children and families the opportunity to reach their full potential.
- A commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge.
- A commitment to continuing professional development.

DESIREABLE CRITERIA

- Ideally an NVQ 3 qualification, but not a necessity.
- Paediatric First Aid Trained, but not a necessity.
- Basic knowledge of Information Technology, or a willingness to learn and adapt.





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THE APPLICATION AND EMPLOYMENT PROCESS

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.
- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph.

The school has its own generous salary scale and flexible Pension Scheme. A generous package commensurate with experience will be awarded to the successful candidate. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available. The school offers free lunches during term time.

Any offer to a successful candidate will be conditional upon:

- Verification of identity, qualifications and confirmation of right to work in the UK.
- A minimum of two references.
- **A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.**
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

