Job Description

Pre-Prep Teaching Assistant (EYFS) January 2027

St Paul's Cathedral School is pleased to announce an opportunity for a Teaching Assistant in our dynamic and nurturing Pre-Prep department. This role will be on a permanent basis.

Working hours will be 8am to 4pm, on Mondays and Fridays, term time only, supporting with a one hour after-school activity on one day.

Role Purpose

To support the class teacher by carrying out tasks to enable the safe and effective operation of the class. To promote and support the wellbeing, academic and social progress of the pupils.

Structure

The Teaching Assistant is line managed by the Head of Pre-Prep.

General Duties

- To work under the direction of the class teachers or subject teachers, supporting the care and education of pupils and the smooth running of the classroom
- To implement the measures and interventions put in place by the learning support department and the Deputy Head Academic for specific pupils or groups.
- To follow the Staff Code of Conduct and to uphold the school aims and principles.

Responsibilities

Under the supervision of the teacher:

- To assist with supervision of and maintaining the safety and wellbeing of pupils.
- To enable pupils to access the curriculum and participate in activities.
- To encourage social skills and academic independence in pupils.
- To offer care and attention to children when they are unwell or requiring basic first aid, under the supervision of the school nurse. To offer comfort and support as required.

- To provide clerical/administrative support to the teacher as required, including preparing classrooms for lessons, creating displays of pupils' work, maintaining classroom equipment and helping to plan activities, to assess work and record progress.
- To attend assemblies and Cathedral services with the pupils.
- To accompany pupils to specialist lessons (e.g. in drama, music), assisting as required.
- To undertake break and lunch duties as required throughout the school day.
- To liaise with the learning support department to provide support to pupils with special educational needs and disabilities.
- To accompany groups on out-of-school visits, e.g. trips and swimming lessons.
- To participate in team meetings and attend INSET training as required.
- To understand and adhere to school policies.
- To liaise with parents supporting home-school partnership as required.
- Any other duties reasonably requested by the Head.

Person Specification: Pre-Prep Teaching Assistant (EYFS)

	Essential	**Desirable**
Qualifications, Experience and Knowledge	Previous experience of working with children aged 4 to 7 Practical experience and understanding of the social, emotional, academic, health and safety needs of this age group Good general IT skills (training can be provided) Commitment to safeguarding of children and young people	Experience of working in a primary education context Experience of delivering phonics Experience of working with children, either in an employment or voluntary capacity, including safeguarding training
	Level 3 qualification (or equivalent) in early years education or childcare	

Personal competencies and qualities	In addition to sharing our whole staff commitment to safeguarding and promoting the wellbeing of our pupils and to our Aims and Principles, the successful candidate will be able to provide examples from work or wider life experience of: • Ability to work effectively as part of a team • Effective communication with children, colleagues and parents • A caring and supportive approach • Commitment to undertaking professional development • Commitment to equal opportunities for all in our community Key qualities for this role are: reliability, organisation, punctuality, flexibility, enthusiasm, creativity, patience and empathy.

Terms and Conditions

Working Hours:

Mondays to Fridays, term time only, from 8.30 - 4pm, plus 1 x one hour after school for clubs.

Attendance at termly INSET is also required, on a pro rata basis.

A competitive salary is offered, commensurate with qualification and experience. Please note the salary is pro-rated as this is a term time only position.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme. Employees may also be entitled to discounted school fees on a pro rata basis. Lunch is provided.

We are committed to supporting the professional development of all our team members; all staff may apply to the Deputy Head for support with relevant training courses.

Application:

All applications must be made via our school application form on the TES or the St Paul's Cathedral School website.

A completed **St Paul's Cathedral School Application form** is required for all (not TES applications).
Please note that CVs are not accepted.

Deadline for application: Monday 23rd November at 09:00 – note: interviews possible on Tuesday 24th or Wednesday 25th November.

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.

Safeguarding Statement

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care.
Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.