



DONHEAD PREPARATORY SCHOOL

Teaching Assistant



Candidate Information Pack

CURIOSITY • CREATIVITY • COMPASSION

The Role

We are looking to recruit a Teaching Assistant to join the staff in supporting school operations including teaching and learning across the school. The hours will be working during our term-time Monday to Friday 8.00am to 4.00pm with five additional Inset days for staff training.

Are you:

- Excited about the idea of working in a school or already working with children?
- Enthusiastic about education?
- An excellent communicator in both written and spoken English?
- Energetic and committed with excellent time-keeping and attendance?
- Patient and caring with good interpersonal skills?
- Able to form positive relationships?
- You must hold a full and relevant Level 3 qualification for working with children.
- Have a good numeracy and literacy skills - GCSE English and Maths A*-C or equivalent
- Have the ability to use ICT to support learning.



Job Description

Main Responsibilities

- To develop a supportive relationship with the children and support the teaching and learning in the school.
- Be aware of and implement health and safety procedures at all times.
- Prepare classrooms, clear afterwards, and assist with the display of pupils' work.
- Supervise lunch and break times according to the published rota.
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
- Provide clerical/admin support, e.g., photocopying, filing, record keeping.
- To follow weekly plans and to keep record of support in lesson using the TA Weekly Planner/Diary.
- To observe children and report on pupil progress and performance and maintain pupil records, as directed and in line with the school procedures.
- To provide regular feedback about the children to the teacher following group interventions or 1-1 work.
- Displays commitment to the protection and safeguarding of children.
- Values and respects the views and needs of children.

Donhead Offers

- A lively and innovative learning environment with an extended focus on sports, music, art and drama.
- Pupils who love to learn
- A friendly staff team
- Excellent location in Wimbledon Village
- Free school lunches

If you believe that children should experience a superb education that allows them to be challenged yet have fun, that encourages them to be confident as an individual yet understand how to play their part in a team, and if you are committed to developing curiosity, flexible thinking, resilience, initiative, perseverance and respect, please apply to join our team at Donhead.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

The School is an equal opportunities employer.

About Us

Donhead Preparatory School is a vibrant, exciting, and fulfilling place in which to work. We have enthusiastic pupils, supportive colleagues, and a full programme of CPD for all members of staff. The school is characterised by a warm, welcoming, and supportive atmosphere. New colleagues are supported through an introduction and ongoing training in Jesuit Education.

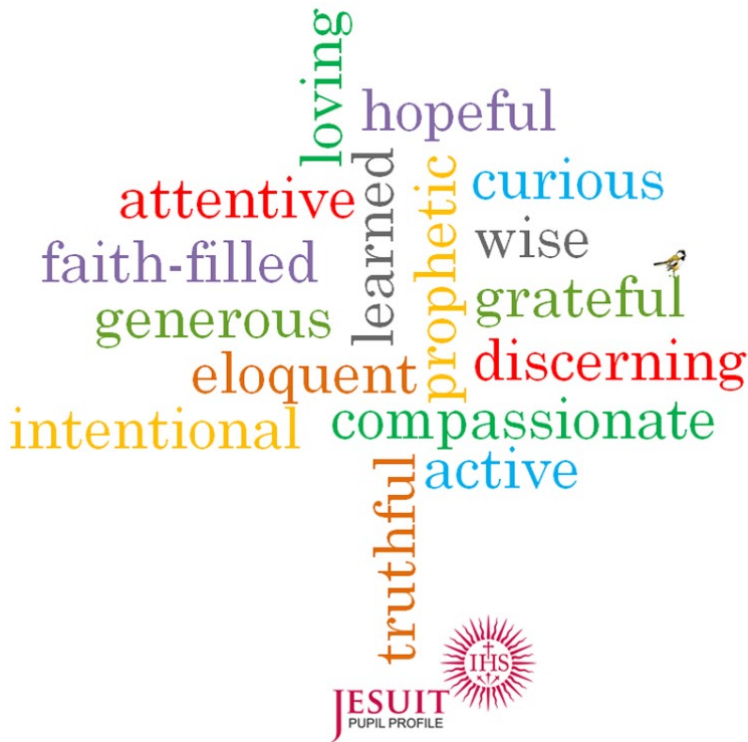
Donhead is committed to safeguarding and promoting the welfare of children and expects every member of staff to share this commitment.

Our Mission Statement

The aim of Jesuit education is 'improvement in living and learning for the greater glory of God and the common good.' Forming intellectually competent, good, and virtuous young people through education has been the work of Jesuit schools since 1548. It is desired by parents for their children and an enterprise in which all teachers can share.

At Donhead we strive to ensure that the children are growing to be .

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



How to Apply

All candidates are to complete the Donhead Support Staff Application form with covering letter and return this to Celeste Franklin, the Headteacher's PA at Headteacherpa@donhead.org.uk.

Early applications are strongly encouraged as we reserve the right to appoint at any stage during the process. CVs will not be accepted.

Please visit our website for further details about Donhead and to download our application form.

If you have any questions or would like to visit the school prior to application, please contact the Headteacher's Office on Headteacherpa@donhead.org.uk or by calling 020 8946 7000.

Shortlisted candidates will be contacted by phone or email to invited for interview.

All candidates are requested to bring proof of photo I.D., evidence of their right to work in the UK and original copies of qualifications to their interview.

Deadline for applications is Wednesday 12th February 2025 at 10am.

Interviews will take place week commencing 3rd March 2025.

