

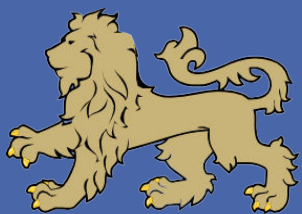


*APPOINTMENT OF A*

# **LEARNING SUPPORT TEACHING ASSISTANT**

**PART TIME TUESDAY – FRIDAY**

***TO START SEPTEMBER 2025***



**HAMPTON**

PRE-PREP & PREP SCHOOL





# HAMPTON PRE-PREP & PREP SCHOOL

At Hampton Pre-Prep & Prep School, we are proud to provide a truly nurturing and vibrant environment where every child is celebrated as an individual. Teaching girls aged 3-7 and boys aged 3-11, life and work at our School goes beyond academics, focusing equally on developing exceptional teaching and providing heartfelt pastoral care. Our aim is to ensure that each child feels valued, supported and inspired to grow in confidence, curiosity and character during these vital early years of their education.

**Hampton Pre-Prep & Prep School** is a successful and heavily over-subscribed academically selective independent day school set across two sites. The Pre-Prep is located in charming Edwardian buildings on Wensleydale Road, which has very recently undergone extensive refurbishment, while the Prep, a state-of-the-art facility opened in 2016, is located on Gloucester Road.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other. We welcome pupils of all cultures and backgrounds. We nurture an inclusive and highly diverse community where safety, respect and trust are paramount and we want our pupils to transfer happily and successfully to their next school.

We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school, it is within our gift to teach a bespoke curriculum which we have therefore designed to inspire very bright young minds. As a school reflective of its practice, we work hard to ensure we always make the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it. The days pass swiftly here and, naturally, include a huge amount of fun!





# LEARNING SUPPORT TEACHING ASSISTANT

**This is an exciting opportunity for a positive and dynamic individual who shares our vision and aspirations that every child succeeds.**

We are seeking a permanent, part-time Learning Support Teaching Assistant to provide excellent support to our Pre-Prep children.

Applications are welcomed from colleagues working in both the state maintained and independent sectors for this part-time, term time only position. We are looking to appoint an individual who has the necessary qualifications, classroom skills, experience and enthusiasm to ensure we achieve our goals of excellence.

The exact nature of the responsibilities we are looking for will be dependent upon the successful candidate's expertise and will be discussed at interview and agreed at the point of offering the post. The overall responsibilities particular to this post are subject to general duties and responsibilities contained in the Contract of Employment and letter of appointment.

We are one form entry at Hampton Pre-Prep and the main responsibility of this role will be operating as an LSA role providing small group and 1:1 support for children with special educational, social, emotional and behavioural difficulties but also operating exclusively as the TA to our Year 1 class on Fridays.

We follow the National Curriculum but as an independent school have the privileged freedom to enhance our curriculum offer as we see fit.

The successful candidate will provide a fun, hands on, creative and innovative environment for the children at Pre-Prep and will bring enthusiasm to every interaction with those under their care.

The successful candidate will work under the direction of the Head of Learning Support (Pre-Prep) for the LSA role and the Year 1 Class Teacher for the TA role on Fridays.

The role is based at Hampton Pre-Prep School and the salary will be negotiable and commensurate on skills and experience. We operate an induction and mentoring programme for all colleagues new to the School.

Hampton Pre-Prep & Prep is one of two Schools that constitute The Hampton School Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Pre-Prep & Prep staff included, are excellent. Expectations, both internal and external, are high. Colleagues here are required to work hard and to go the extra mile to ensure that the potential of all the girls and boys in their care is completely fulfilled. There is a very happy, harmonious atmosphere in the staff room.





## KEY RESPONSIBILITIES

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**Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.**

- High professional standards, a strong work ethic and keen eye for detail – a willingness to go the extra mile
- Expect and embody kindness, in terms of developing and maintaining relationships with everyone in our School; accept that ‘children do not learn from people they do not like’
- Take a proactive approach to initiating and maintaining friendly, sensible relationships between the pupils at our School
- Assist in the delivery of high quality lessons, with a range of learning opportunities for all pupils within the setting in conjunction with the either the Head of Learning Support or Class Teacher
- Assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, to encourage independence, self-motivation and eagerness to learn
- Assist with the domestic management of Pre-Prep, ensuring that the working environment is kept safe, secure and clean at all times, and help with the preparation of snacks as required
- A commitment to professional development and the School’s PDR programme
- Adhere to and ensure compliance with the School’s Safeguarding Policy and Procedures at all times
- Maintain particular responsibility for promoting and safeguarding the welfare of all pupils by ensuring that the School’s Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely
- If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, s/he must report any concerns to the School’s designated safeguarding DSL/DDSL or to the Headmaster immediately
- Excellent oral and written communication skills
- Able to work accurately under pressure to meet deadlines
- Register the attendance of pupils, when required, and ensure they are well-organised and well-equipped to meet the demands of daily life in the Pre-Prep
- Be prepared, in good grace, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence
- Attend all school functions that directly involve our pupils and offer help when needed, e.g. concerts, plays, end of term assemblies etc.





## PERSON SPECIFICATION

### The successful candidate will have the following experience, skills and personal attributes:

- An enquiring mind coupled with evidence of suitable academic achievements - candidates must have at least 3 GCSE/O Level, or overseas equivalent, at grades A\*- C, including Maths and English
- A Level 3 qualification (NVQ or the equivalent) is essential; however, specific training in SEN, i.e. ADHD, Dyslexia and Autism would be an advantage, and direct experiencing supporting children with handwriting, phonics and English as an Additional Language would be desirable
- A tangible passion for the EYFS and KS1 age range and a working understanding of the requirements of the National Curriculum appropriate to Key Stage 1 but also an appreciation of the EYFS Statutory Framework
- Enjoy assisting the Head of Learning Support/Class Teacher in creating and delivering lessons across the curriculum range to pupils across the infant phase, using a variety of pedagogical approaches, taking into account pupils' differing needs, inspiring bright minds with a commitment to high academic achievement
- Record and report pupils' progress with an understanding of the difference between formative and summative assessment and evidence of the impact of both upon pupils' progress
- Enjoy being part of a small friendly team and able to build excellent working relationships with colleagues and other stakeholders
- Enthusiastic, motivated and able to work proactively, attend regular planning meetings with the Head of Learning Support to assist in the delivery of the individual learning programmes to promote learning, behaviour and communications skills
- High professional standards, a strong work ethic, a keen eye for detail and patience in abundance with children who find conforming to rules and expectations difficult
- Strong IT skills and a willingness to embrace new technologies and systems
- An understanding of the need for confidentiality and Data protection in line with GDPR
- To be flexible, creative in approach but above all really care about children, particularly those who find learning and managing their behaviour difficult
- Ability to remain calm whilst working under pressure, and to demonstrate compassion and empathy, and respond appropriately to the unexpected, when such circumstances arise
- Be a cheerful and well-presented person, with both a natural sense of humour and authority in equal measure, capable of inspiring confidence in colleagues, pupils and parents - common sense, patience and a sense of humour are essential qualities for this post!
- Personal and professional resilience, in great abundance! Be willing to work hard with energy and enthusiasm, avoiding the '9 to 4' approach, and with a generosity of spirit which accepts that there may be some of out-of-normal-hours work required, for example, a willingness to attend Assessment Play Visits and Summer Fairs on Saturdays!





## OTHER

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- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.
- *Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive. However, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.*

## TRAINING

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- Where necessary, to undergo on the job training under the general direction of the Head of Pre-Prep to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

## HOURS AND SALARY

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The Learning Support Teaching Assistant is a support staff role within the School. The current vacancy is for 20 hours per week during Hampton Pre-Prep and Prep School term time. Fridays will be working exclusively as a TA in Year 1 (8.15am until 3.30pm) but the LSA hours may be taken over Tuesdays – Thursdays

Hampton has its own generous Support staff salary scale and benefits package.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School’s eligibility requirements:; death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

*Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.*



## EQUAL OPPORTUNITIES

It is the policy of Hampton Pre-Prep & Prep School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

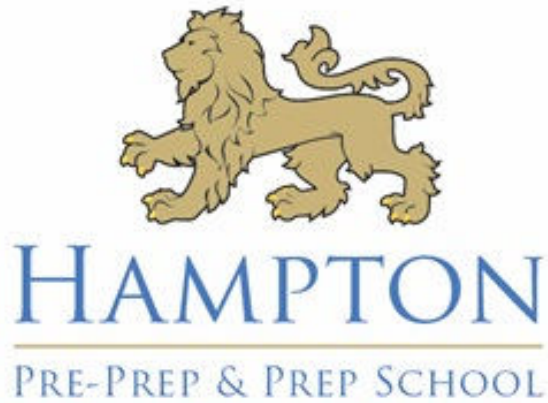
## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**





## **Closing date for applications:**

9.00am on 24 April 2025

## **Interviews:**

Interviews are anticipated to be held on Thursday, 1 May 2025

For any questions about the role please contact the HR Team on [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or call **020 8979 5526**.

Further details about the post and details of how to apply are available on the School website's vacancies page [here](#).

The School reserves the right to offer the post at any stage in the appointment process.

Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

[www.hamptonprep.org.uk](http://www.hamptonprep.org.uk)