

JOB DESCRIPTION

Teaching Assistant (Prep – Years' 3-8)

Part-Time, Term-Time



The School:	Twyford is a successful co-educational, independent day and flexi-boarding prep school for pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 30 acres of mature grounds, with a beautiful 18 th Century Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.
Job Purpose:	To support the teaching and learning by assisting class teachers in delivering high-quality education and pastoral care to pupils. The Teaching Assistant will work both within the classroom and in small groups or with individual children, providing tailored support to meet specific learning, emotional, or behavioural needs. This role contributes to creating a nurturing, stimulating, and inclusive environment where every child feels valued and encouraged to reach their full potential—academically, socially, and personally.

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Contract:	Permanent contract
Salary:	Full-time salary £26,207 up to £34,258, depending on experience. Actual annual salary for 0.37 FTE, £9,506 up to £12,427.
Hours:	18.75 hours per week, Term-Time (33 weeks)
Paid Holiday:	5.6 weeks (deemed to be taken during School holidays).
Inset Days:	Five days per year (7.5 hrs per day, excluding 30 min lunch break).
Reporting Line:	The Head of Hub (SENDCo)

Main Duties & Responsibilities:

- Work with colleagues and parents in a professional manner which is conducive to and promotes the stated aims, vision and values of the School.
- Liaising with parents.
- Supervise and assist individual/small groups of pupils in activities set by teachers.
- Familiarise self with the 'Special Educational Needs of pupils and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials and use of data.
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.

- Reinforce and promote independent learning and social skills by supporting pupils in groups
- Help pupils record work in an appropriate way and to develop study and organisational skills
- Carry out structured classroom assessment /observation and feedback outcomes to the Class Teacher and Head of Hub
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Implement planned learning activities/ teaching programmes as agreed with the teacher
- Adjust activities according to pupils' responses as appropriate
- Supervise pupils for specified periods including break-times when the postholder should facilitate games and activities
- Support learning by arranging /providing resources for lessons/ activities
- Keep records and liaise with teachers and the Head of Hub (SendCo) on the needs and progress of pupils you are working with
- Attend relevant training, professional development activities and meetings to fulfil the role
- Assist with the development and implementation of support plans
- Respect and maintain confidentiality at all times
- Play a full and active part in the life of the School, including attending occasional evening and weekend events as they arise.
- Be compliant with regulatory guidance such as the Children Act and Keeping Children Safe in Education

All staff are expected to:

- Follow the School's safeguarding policy and procedures and ensure the wellbeing of all pupils is their highest priority
- Contribute to the day-to-day running of the School and comply with its policies and procedures, having due regard for the Health and Safety of self and others.
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.

Please note: This job description is not exhaustive. The post holder may be required to undertake other duties that are consistent with the role, to meet the evolving needs of the School. This job description will be reviewed annually.

Person Specification

Essential Criteria	Desirable Criteria
Strong Secondary education in English and Maths	Level 2 or above in Childcare TEFL qualification

Excellent verbal communication and written skills Basic working knowledge of Microsoft	
Ability to assist children on an individual, group or class basis whilst working as a member of a team Explain tasks simply and clearly using clear language Work with children one to one and in small groups to support their learning Be able to encourage and enable children to develop to their full potential	
Knowledge and understanding of: <ul style="list-style-type: none"> • The needs of children in Key stage 2 or 3 • Child development and the way children learn 	Experience of working with children either in paid employment or in a voluntary capacity Knowledge of on-line learning platforms
Communicate effectively with pupils, academic staff and parents Build and maintain professional relationships and work effectively within a team. Have a friendly attitude and a caring and flexible approach Be patient and calm Work with tact and discretion, maintain confidentiality Be committed to the personal welfare and safeguarding of children	

October 2025

Additional Information:

The School also provides a range of benefits for staff including:

- Access to extensive professional development opportunities.
- Workplace Pension
- Free Death in Service and Critical Illness benefit.
- Access to Employee Assistance Programme.
- School Fees Remission.
- Free lunch and hot beverages during term-time.
- Free parking on site

- Staff swimming sessions in our indoor swimming pool.
- Cycle to work scheme.

For more information about the School and an application form (CVs alone will not be considered) please visit our website, www.twyfordschool.com. For further information, please contact Mrs Vanessa Chapman, HR Manager on 01962 712269 or recruitment@twyfordschool.com.

The closing date for applications 8.00am on Monday 3rd November
Interviews will be held on Thursday 6th and Friday 7th November.
Interview invitations will be sent on Monday 3rd November

This vacancy may close prior to the stated date and interviews will take place as a suitable field of candidates is obtained. Early submission of applications is recommended.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).