



TWYFORD
SCHOOL

Pre-Prep Teaching Assistant



The School: Twyford School is a successful co-educational, independent day and boarding prep school for 430+ 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 Queen Anne country house (pictured) as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Our role is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that. **It's all here – Twyford. The Complete Education.**

Job Purpose: To assist the class teacher and teaching team in providing a high-quality education to our pupils

Contract: Permanent

Hours of Work: Part time, 21 hours per week, during Term-time.

08.00-13.00 Wednesday and 08.00-16.00, including a 30 minute paid lunch break each day on a Thursday and Friday.

Salary: Actual Salary range per annum: £10,483 to £12,355.

Paid Holiday: 5.6 weeks (deemed to be taken during School Holidays)

Inset Days: Five days per year (7.5 hours per day, excluding 30 minute lunch break)

Reporting line: Head of Pre-Prep via Head of EYFS or Head of Key Stage 1

Job Description

Key Responsibilities

Classroom Support

- To participate fully as a member of the school team to promote a happy, stimulating and safe educational environment
- To work with colleagues, pupils, their parents and visitors and in a professional manner which is conducive to and promotes the agreed aims and values of the School
- To provide outstanding pastoral care for our pupils
- To respect and maintain confidentiality
- To prepare resources including art materials and cooking ingredients
- To assist with displays within the classroom and Pre-Prep
- To support/teach groups, pairs or individual pupils to facilitate their learning across the curriculum as directed by the class teacher/ Head of Pre-Prep
- To familiarise self with medical, SEND and needs of pupils
- To be responsible for a group of children, under the direction of the lead teacher, whilst on school trips
- To provide cover for a class in the short-term absence of the class teacher
- To participate in professional development activities and take responsibility for own professional development.

General Duties

- Participate in the rota duties including, playtime and lunch duties each week
- Attend half-termly Teaching Assistant Meetings with Head of Pre-Prep
- Attend Admin/EYFS/Staff Meetings where possible/appropriate
- Attend INSET days
- Be responsible for maintaining an area within the school eg. hall, outside shed, workroom etc.
- To contribute to the cleanliness and tidiness of shared areas and resources
- Support pupils with transition to specialist lessons such as to music/PE/dance and swimming lessons
- Assist with children who are taken ill or have an accident, following the lead from other members of staff
- Record all accidents/first aid in first aid or incident book
- Attend first aid training and pool training, if required
- Appreciate the need for flexibility if other members of staff are absent, across the Pre-Prep: Nursery to Year 2
- Play an active role in the extra-curricular life of the school, including occasional weekend and evening events
- Assist with clubs and wrap around care on a regular basis and provide additional cover if needed.

All staff are expected:

- To follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority
- To contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others
- To take an active role in ensuring the realisation of the School Development Plan
- To treat each pupil and each other as individuals with courtesy and respect
- To 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 Head of Pre-Prep

Person Specification

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

Be committed to the personal welfare and safeguarding of children	
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Benefits:

- Free Death In Service & Critical Illness benefit
- Free hot meals, refreshments & beverages all year round when School is in situ
- Free parking
- Use of School's sports facilities
- Cycle to work scheme
- Workplace pension
- Staff fee remission (following successful completion of the probationary period and subject to the School's usual admission criteria being met)

January 2026 (This job description is subject to annual review)

How To Apply: We hope, having read the job description and researched our School, that you will now be ready to apply. For further information and an application form (CVs alone will not be considered), please visit our website <https://www.twyfordschool.com/school-information/vacancies/> or contact Mrs Vanessa Chapman, HR Manager on 01962 712269 or recruitment@twyfordschool.com

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education's Guidance on Keeping Children Safe in Education. Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment.

The closing date for applications is noon on **Monday 9th March**.

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.

