



KewCollege  
Prep


Potential unlocked.

# Teaching Assistant - Upper KS2







 **KewCollege  
Prep** Potential unlocked.  
  
Independent Prep School  
for Boys and Girls  
  
Head: Mrs Jane Bond BSc MA(Ed) PGCE  
  
Telephone: 020 8940 2039  
Website: [www.kewcollegeprep.com](http://www.kewcollegeprep.com)

## **Kew College Prep is a co-educational Prep School and Nursery for children aged 3-11.**

Based in Kew, West London, it is a friendly and family-orientated school which aims to prepare pupils for the modern world: balancing excellent academic standards and pastoral care with creativity, exploration, and community.



# WELCOME FROM THE HEAD

*Dear Prospective Applicant*

Thank you for your interest in joining the school community at Kew College Prep. We are truly proud of our happy and inclusive school, where every child is valued and celebrated.

In every school, the staff are the greatest asset and means to success. At KCP we place great value on our staff and are committed to the development of all. With a focus on continued professional development, membership of leading organisations, and a range of personal benefits, this is an opportunity to join a warm and inclusive organisation.

KCP is great school in which to work, the staff support each other and the staff room is a place in which to be re-energised for the hard work we all do. We seek to recruit dedicated and talented individuals who share our aims and want to make their own contribution.

I am delighted that you are considering applying to us and hope that you feel inspired to submit an application. I look forward to the possibility of meeting you in due course.

With all good wishes,

Mrs Jane Bond  
Head







# ABOUT KEW COLLEGE PREP

## Our History

Kew College Prep was established in 1927 in a small room above a shop overlooking Kew Green. As it grew, it moved to a new premises in Mortlake Road, before moving again in 1939 to 26 Cumberland Road. It was then extended to 24 Cumberland Road, with a link extension joining the two properties. 30 Cumberland Road was obtained more recently, with the 3 properties making up the current school site.

The original site houses our Middle School and Nursery classes, an Octagon building at the rear housing our Infant classes, the Sedum building housing the Music Dept, Science Lab and ICT rooms and the recently redeveloped Upton building housing the Art room and our Upper School classes. The Sedum and Upton buildings are on a separate site one-minute walk away.

The school community celebrates its principle benefactors in March each year on Founder's Day.

You can see more of the school site via our virtual tour on available on our website.





# Ethos & Values

At Kew College Prep, we provide an open-door, cohesive community for children to grow as individuals. Academic attainment is not secured at the expense of the children's happiness or their interests in extra-curricular pursuits. Our school has the singular agenda to do the best by each child – from all angles.

We have systems, processes and operations in place to ensure that each child is provided with a tailored learning programme, helping them to unlock their full potential. Our children feel listened to and valued, and they enjoy an education that meets their personal needs. They progress with confidence to a senior school that is aligned to their aspirations and capabilities.

More importantly, it's a happy, friendly and caring community where children, parents and staff are united by a shared set of values. Our academic record is outstanding, while our caring approach and supportive atmosphere help every child to grow in confidence and find their place in the world. Our staff work hard to ensure the potential of every pupil is fulfilled to a high level.

We were recently visited by the Independent Schools Inspectorate and were delighted with the report produced after their visit. The report highlights our high-quality curriculum, our approach to emotional support and our pastoral care. It also recognises the range of the extra events and trips provided here at school and the significant benefit they have on the children's overall development





# THE ROLE

## Teaching Assistant - KS2

Teaching Assistants are highly valued and essential members of our school community. They play an important part in the everyday teaching and learning experiences of our children and are an essential part of the practical and supervisory elements of the school day. Inspiring and kind TAs can make a big impact on a child's education; we aim for all our TAs to be high quality and committed practitioners.

This role will be in upper KS2, and so an understanding of supporting and preparing pupils for their 11+ and transition to their next school, would be advantageous.

This important role at our school requires the successful candidate to demonstrate initiative and the ability to work autonomously. The successful candidate will be a role model for the pupils in the class and the school as well as being caring and compassionate.

**Closing Date:** 30 June 2025

**Salary:** Competitive and depending on experience

**Contract basis:** Permanent

**Weekly hours:** 40 (8.00am - 4.30 pm each day)



# JOB DESCRIPTION

## Teaching Assistant - Upper KS2

### ROLE OUTLINE

- Complement the work of teachers by providing pupils with the level and type of support required and/or by taking responsibility for learning tasks as agreed. This will include supporting and preparing pupils for 11+ and the move to their next school, as well as joint planning with teachers and preparing and delivering activities for individuals or small groups
- Plan and assess work (alongside the teaching staff) and deliver pastorally focused groups
- Deliver specific time-limited interventions in small groups or one to one
- Provide learning support for pupils in the class or in withdrawal situations, either one to one or small groups, under the guidance of the class teacher
- Support children with special educational needs and disabilities, under the guidance of the Head of Learning Enrichment.
- Provide positive reinforcements, praise, and awards
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Assist class teachers with the preparation of resources and displays
- Accompany staff and pupils on school visits
- Supervise pupils during lunch, indoor and outdoor breaks
- Take responsibility for the safeguarding, happiness, and welfare of every pupil with whom they work



# JOB DESCRIPTION (continued)

## KEY RESPONSIBILITIES

- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour that are expected of pupils
- Establish productive working relationships with staff and pupils
- Attend and assist class teachers with assemblies
- Attend staff meetings and liaise and co-operate with colleagues on whole school matters
- Attend INSET and other training organised by the school to provide a consistent approach to teaching and learning
- Cover for absent colleagues when required
- Attend parents' events and liaise with parents informally as appropriate
- Be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Head or members of the School Leadership Team
- Constantly appraise your professional performance, participate in training courses and keep informed of current legislation and best practices in conjunction with the Deputy Head





# PERSON SPECIFICATION

## Qualifications (Essential)

- Relevant Level 3 Childcare / TA Qualification

## Experience (Desirable)

- To have worked within a similar environment as a TA or similar role

## Skills (Essential)

- To be able to work with children in a kind and dedicated manner
- To be able to work alone and to be part of a busy and focused team
- To prioritise tasks successfully
- To plan and anticipate requirements
- To take ownership of new projects or to manage existing ones
- To demonstrate patience and empathy

## Personal competencies & qualities (Essential)

- To present themselves and their work in a smart and professional manner
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with pupils
- Emotional resilience in working with challenging behaviours
- Positive attitude towards the use of authority and to be able to maintain discipline
- Ability to maintain complete discretion as required
- High levels of professional integrity and the ability to make sound judgements under pressure.



# WHY WORK AT KEW COLLEGE PREP?



## Location

We are located near Kew village with excellent public transport links.

We are in a Controlled parking zone and so parking is limited and restricted.



## Benefits

We currently have the following benefits in place:

- a flexible Defined Contribution pension scheme
- Cycle to work scheme
- Employee Assistance Programme
- Staff events and celebrations
- CPD opportunities



## Health & Wellbeing

We hold regular wellbeing events that are dedicated to promoting a culture of wellbeing that supports both physical and mental health.



## Staff Satisfaction

We have a happy, engaged and collaborative staff community, who work in a positive and inclusive culture.

We regularly seek feedback from our staff and we were pleased that earlier this year:

- 87% of our staff said that they would recommend KCP as a 'great place to work'
- 89% agreed that there was a positive work culture at KCP
- 82% feel appreciated for the work they do





## Safer Recruitment Statement

KCP is committed to safeguarding and protecting children and vulnerable adults. We are dedicated to ensuring that all our staff and volunteers are suitable and appropriate to work with those in our care.

We are committed to creating a safe environment for children and will take all reasonable steps to protect them from harm. We encourage anyone with concerns to come forward and raise them with us. We expect all staff, volunteers and contractors at the school to share this commitment.

Our robust Safeguarding Recruitment Procedures include

We will assess all applicants to ensure they are suitable for the role. This includes Disclosure & Barring check (DBS), background online checks, reference checks, medical suitability, prohibition checks and employment history checks





# APPLICATION PROCESS

Please note that applications will be reviewed as they are received, and so the advert may close ahead of this date if the right candidate has been found.

All potential applicants are encouraged to read the [Applicant Information](#) prior to submitting their application.

Please submit your application via our Application form and submit it to [Recruitment@kewcollegeprep.com](mailto:Recruitment@kewcollegeprep.com)



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Kew College Prep  
24 – 26 Cumberland Road  
Richmond  
Surrey  
TW9 3HQ



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