

# Early Years Teaching Assistant (Maternity Cover)



## APPLICATION PACK

THE ROLE	Early Years Teaching Assistant (Maternity Cover)
START DATE	September 2025
REPORTING TO	Head of Pre-Prep and Head of Learning Support
PACKAGE	Salary: £21,000-£27,600 (to be reviewed in Sept) depending on qualifications and experience



## WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Early Years Teaching Assistant (Maternity Cover) at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened an Early Years department a short walk away at Marlborough Place. We now have 360 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and

excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though

structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, and the school was found to be excellent in all areas.

Reports can be downloaded from: [www.arnoldhouse.co.uk/isi-inspection-reports](http://www.arnoldhouse.co.uk/isi-inspection-reports)

## THE ROLE

We are looking for a kind and committed Teaching Assistant to join the friendly team in the Pre-Prep at Arnold House.

We value the importance of the Early Years and the role it plays in shaping our boys into well-rounded individuals with opportunities to thrive in a nurturing, exciting and challenging environment. In the Early Years boys are scaffolded in their development, helping them embrace their experience and make progress.

As an Early Years Teaching Assistant you will support the teaching and learning across the curriculum, working with both classes in the year group, while being based for the majority of the time with one class. The Early Years team is based at Marlborough Place, as part of the Pre-Prep.

We aim to make learning fun and varied for the boys, so in addition to learning and play opportunities at Marlborough Place, there are trips and outings to places of interest. Once a week all boys relocate to our Activity Centre at Canons Park for the day, where they have lessons in the morning and sport in the afternoon. The boys experience specialist teaching in several subjects - such as Music, French and PE.

A detailed job description can be found on the next page.

Staff at Arnold House are paid according to the School's own competitive salary scale.

Teaching assistants 'go the extra mile' in a school such as ours by contributing to

sports, drama productions, trips, clubs and other activities.

All staff take a share in supervisory duties.

Staff have biannual supervision meetings and are encouraged to reflect on and develop their practice.

Holidays reflect school holidays, although you will be required to attend up to four training days per year, which

take place before the beginning of each term.

We also offer free lunches during term time and pension contributions.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.





## JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You could be working one-to-one or in a small group, supporting children with their education and social development or assisting the class teacher in the day-to-day running of the class. The Early Years Teaching Assistant (Maternity Cover) is responsible for the following:

The day-to-day responsibilities for a Teaching Assistant include:

- Supporting overall progress and development in the Prime Areas (personal, social and emotional development, communication and language and physical development).
- Helping to develop literacy skills
- Supporting children during social activities, outings, and events.
- Helping children prepare for activities, such as PE.
- Assisting boys in their self-care.
- Being part of the duty rota, which will include the beginning and end of day routine and break and lunch times.
- Helping a child during intervention

and therapy sessions. You may be required to complete follow on tasks from these sessions with a child and be part of the review team for IEPs.

- Assisting teachers to plan and prepare activities, maintaining the learning environments both indoors and outdoors, including wall displays and the set-up and organisation of the continuous provision.
- Supporting teachers in managing class behaviour; safeguarding their health and safety when they are on school premises and engaged in authorised school activities elsewhere.
- Taking part in training and biannual supervision meetings.

### Safeguarding

- Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact

### Providing Cover for Absent Teachers

- Depending on your experience and level of confidence, providing cover for absent teachers.

### Flexibility

- You may be occasionally required to undertake other reasonable duties.
- The Head of Pre-Prep liaises with the Head of Learning Support and Form/Subject teachers to deploy Teaching Assistants in the most effective way to help pupils in the classroom.



## PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
A good standard of general education	✓	
TA qualification/Level 3 Diploma for Early Years workforce	✓	
GCSE English grade C /grade 4 or above/or equivalent	✓	
Up to date Paediatric First Aid qualification		✓
Previous experience of working as an Early Years Teaching Assistant	✓	
Previous experience of working in the independent sector		✓
SKILLS & PERSONAL COMPETENCIES	ESSENTIAL	DESIRABLE
Ability to get on well with young children	✓	
Excellent organisational skills	✓	
Ability to work well as part of a team	✓	
Fluent in written and spoken English	✓	
Commitment to promoting good behaviour in line with the ethos of the school	✓	
Willingness to contribute to the wider life of the School, including with extra-curricular activities	✓	
Ability to evaluate the pastoral needs of the boys and to always be mindful of their wellbeing	✓	
Understanding of and commitment to safeguarding children	✓	

## HOW TO APPLY

**DEADLINE FOR APPLICATIONS:** Friday 20th May 9am, although we will interview candidates as applications arrive and may appoint before the deadline

**START DATE:** September 2025

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to [recruitment@arnoldhouse.co.uk](mailto:recruitment@arnoldhouse.co.uk) explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House 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). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

