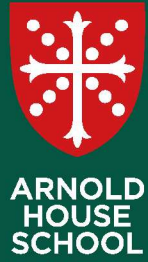


Early Years Teaching Assistant (Level 6)



APPLICATION PACK

THE ROLE	Early Years Teaching Assistant (Level 6)
START DATE	September 2026
REPORTING TO	Head of Pre-Prep and Head of Learning Support
PACKAGE	Salary: £29,000 (to be reviewed in Sept)



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Early Years Teaching Assistant (Level 6) 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 September 2025 and the school was found to be excellent in all areas.

Reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

THE ROLE

We are looking for a kind, enthusiastic and committed Early Years Teaching Assistant to join the friendly team in the Pre-Prep at Marlborough Place. The role would particularly suit someone qualified with QTS or EYTS, able to be counted as Level 6 in ratio, and who may be considering moving into a teaching role in the future.

Our Early Years Philosophy

At Arnold House, we place enormous value on the Early Years and the vital role they play in shaping confident, curious and well rounded boys. We provide a rich, nurturing and stimulating environment where children are carefully scaffolded in their development and supported to embrace new experiences and make meaningful progress.

Learning in the Early Years is creative, practical and engaging. In addition to high quality provision at Marlborough Place, the boys enjoy:

- Regular trips and outings
- Weekly visits to our Activity Centre at Canons Park, with academic learning in the morning and sport in the afternoon
- Specialist teaching in Music, MFL, Drama, PE and Forest School

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 mostly with one class. The

Early Years team is based at Marlborough Place, as part of the Pre-Prep.

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

Professional Support and Development

- Biannual supervision meetings for reflection and professional growth
- Ongoing access to high quality CPD
- Supportive and collaborative school-wide team
- Valuable experience for those aspiring to a future teaching role

Salary and Benefits

- Competitive salary on Arnold House School's pay scale

- School holiday based on working year
- Pension contributions
- Free lunches during term time
- Staff social events throughout the year
- cycle to work scheme
- Free access to a confidential counselling service

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



JOB DESCRIPTION

As an Early Years Teaching Assistant, you will support teaching and learning across the curriculum, working closely with the class teacher and wider Early Years and Pre-Prep team. While based mainly in one class, you will contribute across the year group and be counted in ratio at all times.

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

Teaching and Learning

- Support children's progress and development across the Prime and Specific Areas of the EYFS
- Support early literacy and communication skills
- Deliver small group and one to one interventions
- Provide cover for short term teacher absence when required
- Support learning during specialist lessons, trips, outings and school events

Pastoral Care and Environment

- Act as a Key Person for a small group of children
- Support children's self care, independence and wellbeing
- Uphold and model the School's behaviour approach: Ready,

Respectful, Responsible

- Plan, prepare and maintain engaging indoor and outdoor learning environments, including displays and continuous provision
- Contribute to clubs, activities, trips, sporting fixtures and productions

Assessment and Communication

- Update Tapestry online learning journals, sharing learning progress with parents
- Observe, assess and record children's learning in line with EYFS expectations and work in partnership with the class teacher

Safeguarding

- Promote and safeguard the welfare of all children in your care
- Record safeguarding and behaviour incidents accurately using CPOMS
- Work in line with the School's safeguarding policies at all times

Wider School Life

- Take part in a duty rota, including before and after school clubs and breaktimes
- Engage fully in professional development, including internal and external training
- Attend up to four INSET/training days per year, held before the start of each term
- Undertake other reasonable duties as required



PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
A good standard of general education	✓	
EYFS qualification/PGCE/QTS Level 6 for ratio 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: Monday 11th May 9am

START DATE: September 2026

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 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 4553 0016.

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. Any appointment will be subject to satisfactory enhanced DBS checks, references and safer recruitment procedures

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 2025. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School.

