



LORENDEN

Teaching Assistant

**25 hours per week, 8am-1pm, fixed term contract for Summer Term 2026
from 20th April 2026 or as soon as possible thereafter
Salary £13.45/hour - linked to National Living Wage Foundation**

1. Introduction
2. Scope
3. Job Description
4. Person Specification
5. Dates and Deadlines

Introduction

Lorenden Prep School is a small, thriving school of 115 pupils with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. The school is a member of IAPS and is part of the Methodist Independent Schools Trust.

Lorenden has flourished because staff have generously and willingly given their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Senior Leadership Team and Governors that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education, and they leave with happy memories of their time with us.

We are looking for an enthusiastic and committed teaching assistant who is passionate about helping children, predominantly in Key Stage 2, to make progress in the classroom. You will have the ability, passion, experience and confidence to interest and inspire children who, in the majority, will be successful at grammar school entry or who will receive a scholarship entry to independent senior school at the age of 11, but you will equally welcome supporting pupils who need extra help.

Our classes are small and our children are well known to us all. As a Lorenden Teaching Assistant you will prize effort, want to work with pupils of all abilities, and be able to demonstrate excellent pastoral care.

This is a fabulous opportunity for someone who is passionate about children's education to work in our excellent school for a term in the first instance.

Scope

The role is for a fixed period of time, lasting for the Summer Term of 2026 in the first instance

The role is subject to a probationary period.

The role is for 25 hours per week. This means Monday - Friday, 8am-1pm

The position is predominantly based in KS2, but flexibility is required.

The role reports to the Head.

The Salary is £13.45/hour - linked to National Living Wage Foundation

Job Description

- Work with the direction of class teachers, as per the timetable, whilst using a large amount of initiative, independence and proactive behaviour.
- Work with small groups of children, notably in maths and English to assist or extend their learning.
- Work independently from class teachers across the school as agreed with the Deputy Head.
- Work with specialist teachers to support a range of lessons across the school.
- Maintain excellent communication with all class teachers.
- In the absence of the class teacher, to maintain the class register and / or cover a class.
- Be flexible and work across different classes and year groups as directed
- Tidy and help keep classrooms in good order.
- Maintain a friendly but professional relationship with parents, ensuring that the class teacher is made aware of any concerns or queries and updating pastoral records as necessary.
- Ensure familiarity with key school policies, including 'Behaviour', 'Safeguarding and Child Protection'. Ensure policies are followed at all times.
- Supervise children at concerts, performances, events, trips, playground duties etc as required
- Attend department meetings if required
- Undertake regular safeguarding and other mandatory training as directed.
- Participate in Staff Development through Appraisal meetings
- Support the school in the community

Person Specification

At least Level 2 qualified in a relevant approved qualification (Level 3 desirable)

Good level of proficiency in maths and English

Recent experience as a teaching assistant or teacher

The ability to work productively as part of a team.

Able to assess and record pupil progress as required by the teacher.

Competent IT use

Work using own initiative.

Flexible and adaptable to situations

Organised

Kind and honest

Confident

Resilient

Committed and willing to go the extra mile

High expectations of pupils

Willing to learn and improve own practice

Friendly and approachable to colleagues, parents and pupils

Secure understanding of safeguarding procedures and best practice

Understanding and alignment with the school's Ethos and values

Dates and Deadlines

Deadline for Applications: Friday 27th March 2026 (midday)

Interview Date: Wednesday 8th April 2026

References will be sought for shortlisted candidates prior to the interview date.

Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.

Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.