



Welcome to St Neot's Prep School

A message from the Headmaster

Dear Colleague,

Thank you for showing an interest in this exciting job opportunity at St Neot's Prep School. I'm delighted you might be considering applying for the role.

St Neot's is a wonderful school. We have stunning grounds and some of the best facilities in the prep school world. Our children are phenomenal and love coming into school. Prospective parents always comment on the positive, joyful and purposeful vibe around the school. You would be joining a passionate, committed, and great fun staffing community. I can assure you of a very warm welcome and as much support as you need.

St Neot's is based in the lovely village of Eversley which is on the Hampshire/Berkshire borders. I have lived in this area for 7 years and have loved every second of it. We are in easy reach of London but still very much a country prep school. The best of both worlds.

We have also recently joined forces with Lord Wandsworth School which gives us amazing access to resources, support, expertise and potentially, a fee remission structure from 2-18.

I would be incredibly pleased to receive an application from you. If you are still not sure or have any questions, then please do get in touch.

Thank you again for considering this role.

Kind regards,

Jonathan Slot
Headmaster

Our School

St Neot's

St Neot's Prep is a wonderful community of supportive and like-minded parents; dedicated and skilled teachers; experienced and hands-on Governors and most importantly, charming, happy, and smiling children. We believe passionately in providing a broad, engaging, and enjoyable education that is bursting with opportunity and joy.

At St Neot's, education is built around 5 key pillars. These are central to everything we do and ensures that every child in our care receives the very best educational experience possible:

Community: Coming to St Neot's is to join a warm and welcoming community for parents and children alike. We are non-selective and co-educational throughout, and everyone is welcome, aged 2 to 13. We actively encourage the parent body to come on site for regular coffee mornings, the odd tennis match and of course, for all school events. New parents will soon feel part of the St Neot's family.



Values: We are a school driven by core family values. Our children are kind, polite, respectful, and hard working. These attributes are as important to us as any exam result and our pupils excel in these areas.

The Outdoors: We are determined that our children not only learn outdoors but learn about the outdoors. We have an amazing 70-acre site and outdoor learning is a timetabled subject throughout the school. All children are encouraged to play in the woods at every opportunity and overnight campouts are a feature from Year 4.

Ambition: We are unapologetically ambitious for every child in our care and for the school. We are determined to provide the very best provision we can. Our amazing facilities reflect our commitment to continually seeking the absolute best for our children.

Fun: A St Neot's education is full of fun and good humour. Our children and staff love coming into school. Drop-off is always full of smiles, laughter, and enthusiasm for the day ahead. A child having fun is a child who is going to learn.

The St Neot's way is a successful one. Our children leave for some of the most prestigious day and boarding senior schools, often with a scholarship award. They arrive as well rounded, charming, interested and intellectually curious young women and men. Heads of senior schools' comment on how the St Neot's cohort stand out from the crowd.

Role Profile

Teaching Assistant (Pre-Prep)

Responsible to:	Head of Pre-Prep
Location:	A beautiful 70-acre countryside setting within 1 hour of London.
Contract:	Permanent
Hours:	08.00–16.30 4 days a week, 08.00-18.00 1 day a week, term time only
Salary:	Competitive
Benefits:	A broad range of staff benefits including fee remission for children aged between 2 - 18, a competitive pension, the support and security of our sister school Lord Wandsworth College, use of school facilities, a fun and supportive working environment, and regular social events for staff within the school.

Role outline and purpose

The role of the Teaching Assistant is to undertake educational support duties and assist teachers in the day-to-day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to pupils needs. You will assist in promoting the learning and personal development of all pupils and support the collective responsibility for the Welfare and Safeguarding of all pupils. You will be solely responsible for pupils at selective times and willingness to contribute to the extra-curricular and after school programme at least once a week.

Role responsibilities

Within the class:

- To work independently of teaching staff, as agreed, in order to implement teachers' planning, preparation and assessment arrangements
- To meet and liaise with the class teacher on curriculum planning, assessment and classroom organisation and attend weekly planning meetings where necessary
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- To lead, plan for and feedback on small group work in line with curriculum expectations and the teachers expectations
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Establish positive relationships with pupils
- Support pupils with activities
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies
- Interact with, and support pupils, according to individual needs and skills, with regard to special educational needs, gifted and talented pupils, looked after children and children with English as an additional language and liaise with the SENCo when appropriate
- Assist with the development and implementation of Individual Education Plans (IEPs)

Within the School:

- To carry out duties as part of the rota and as directed by the Head of Year and/or Senior Leadership Team and report any concerns to both the class teacher and/ or the designated member of staff, recording matters as set out by School policy
- To take part in staff training and staff meetings as and when requested as part of professional and school development
- Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headmaster
- Supervise, engage with and assist with first aid for pupils for specified periods including break-times and lunch times
- Assist with escorting pupils on educational visits
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid

Person Specifications:

- Have experience of working with children in a primary school setting
- To have a keen interest in how children learn and behave
- Be able to demonstrate appropriate behaviour both in the classroom and around school
- You must be able to motivate pupils to learn
- Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary

Behaviours and competencies:

- Establish effective working relationships and set a good example through your personal and professional conduct
- Take responsibility for your own professional development and duties in relation to school policies and practices
- Demonstrate a commitment to the values of St Neots
- To be an energetic and positive member of the staffing community

Appointment process and how to apply

Please apply by completing the application form and sending this along with a covering letter & CV to jslot@stneotsprep.co.uk with care of people@stneotsprep.co.uk.

The closing date for applications is midday on Monday 6th May 2024.

The school reserves the right to close the role early.

Should you wish to discuss the role in strict confidence, please contact Jonathan Slot, the Headmaster on 0118 973 2118.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The School is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

St Neot's is a registered charity (Number: 307324) providing outstanding caring education for boys and girls since 1880