



West Lodge School

A co-educational prep school for 3-11 year olds

TEACHING ASSISTANT

JOB DESCRIPTION & PERSON SPECIFICATION

Applications Close: 0900 Wednesday 23 September 2026

Shortlist Interviews (Onsite): Monday 28 September 2026

Start Date: As Soon As Possible

TEACHING ASSISTANT

JOB OVERVIEW

Job Title: Teaching Assistant

Employment Type: This is a permanent, full-time role from the 1st January 2027 but up until that date will be for 3 days per week on a job share basis.

Salary: £15.27 per hour and this a term time only contract.

Start Date: As Soon As Possible

Job Responsibilities

You will be employed as the class Teaching Assistant (initially in Year 3), supporting children in their learning and assisting the teacher by preparing resources. Specific duties will involve hearing readers, supporting individuals and leading group activities. You will also be expected to supervise the children during their morning breaks on a rota basis.

Experience

Experience of working within a classroom setting is essential and the successful candidate should also, ideally, have suitably related NVQ qualifications or a degree. However, this is not an essential requirement should an applicant be suited to the role and have the relevant experience.

Although not an EYFS role, those with an Early Years qualification are welcome to apply.

Application Process

To apply please state in writing why you are interested in this role and why you wish to work at West Lodge School. Please also set out how you feel you are suitably qualified for the position, along with details of any ideas you have that could benefit the children in the class. Please also include any particular interests or skills that you possess.

The closing date for applications is Wednesday 23rd of September with interviews being held on Monday 28th of September. However, if a suitably qualified and strong application is received the School may hold interviews prior to this date.

In addition to the interview applicants will be asked to plan and lead a small group activity for children in Year 3. Details will be provided.



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JOB DESCRIPTION

Support for Pupils

- Supervise pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently.
- Establish good relationships with pupils, acting as role model, reporting progress and achievements to teacher as agreed.
- Respond to pupils' minor welfare and personal needs.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- If required provide 1-2-1 support to pupils who benefit from academic support and may be working towards their own personalised programme

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive and supportive relationships with parents/carers and pupils.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant
- Deliver learning activities and assist pupils in their use.
- Work with intervention programs with small groups of children.



TEACHING ASSISTANT

JOB DESCRIPTION

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Uphold the SDEG Code of Conduct
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Fully participate in the School's performance appraisal system in order to develop and enhance personal performance.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, break times and lunch times.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.



TEACHING ASSISTANT

REQUIREMENTS OF THE ROLE

To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- To assist teachers by supporting pupils in their learning in order to ensure their continuing educational development.
- To assist teachers in fostering an attractive learning environment to ensure pupils spend their school life in stimulating surroundings.
- To assist teachers and senior managers in preparing resources and equipment as necessary in order to support pupils' learning.
- To assist teachers to maintain clear records and observations so that pupils receive the maximum benefit from their education.



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PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Qualification/s		
- NVQ level 3 or equivalent. - Good literacy & numeracy skills - Training in the relevant strategies suitable to the post	X	
- Knowledge of literacy and numeracy interventions, dyslexia, ASD - Appropriate first aid training - Recent experience of supporting teaching and learning.		X
Experience		
- Relevant school experience - Demonstration of high expectations of pupils' achievements and behaviour. - Able to personalise learning to meet the needs of all pupils - An awareness of safeguarding and Child Protection issues - Proven successful behaviour management strategies	X	
- Evidence of relevant & ongoing professional development. - Knowledge and understanding of supporting the successful integration of children from different backgrounds		X
Training		
- Well informed about current developments in education and in raising standards - Commitment to further training to improve teaching and learning and personal skills.	X	
Personal Qualities		
- Able to work flexible hours and under pressure - A calm and caring nature in dealing with the challenges of the role - Good at taking initiative - Able to set & sustain high standards in all areas - Commitment to the spiritual, moral, social and cultural development of pupils. - Commitment to maintain values and ethos that nurture and safeguard children. - A commitment to participate fully in the performance management cycle.	X	



TEACHING ASSISTANT

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Personal Qualities		
An ability to communicate effectively with parents/carers		X
Skills, Knowledge & Understanding		
- Good verbal and written communication skills. - Able to work as an effective member of a team. - An ability to monitor, evaluate and develop assessment strategies, set targets and provide appropriate feedback to progress learning in the early years. - Demonstrate effective use of ICT in Teaching and Learning. - Ability to self-evaluate learning needs and actively seek learning opportunities - Understanding of principles of child development and learning processes and in particular, barriers to learning - Work constructively as part of a team understanding classroom roles and responsibilities and your own position	X	





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St Dunstan's Education Group, bringing together likeminded schools in
the delivery of a modern, pioneering education enriched through the
diversity of a south-east London heritage and setting.**



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