



CHELtenham
PREP SCHOOL

Appointment of a Part-Time
Teaching Assistant
Information for Candidates

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Introduction from The Prep Head



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The successful candidate will be a member of the thriving Lower School Department. There is a fantastic team in place and the Lower School Department is flourishing.

The post holder will also be expected to play a full part in the life of this busy day and boarding school.

The role is likely to suit a talented, motivated, hard-working teaching assistant who loves prep school life and who is looking for a hugely enjoyable and fulfilling role. All applicants, however, will be considered on the character of the individual applying and their fit to our school, rather than purely on the experience they have.

Cheltenham Prep is all about happy, excited children throwing themselves into every aspect of prep school life and doing brilliantly. The majority of our pupils go on to Cheltenham College, with a small number successfully prepared for other top schools nationwide. They leave us with a love of learning and a genuine sense of excitement about the next step of their educational journey (alongside great academic results and large numbers of awards and scholarships).

This is a tremendous opportunity for someone who loves prep school life to work with an amazing team in a thriving school. If you're happy to throw yourself into a myriad of different challenges, are dedicated and hardworking, and still expect to be able to get up every morning and be excited by everything the day has to bring, then this just might be the perfect job for you!

Good luck and I look forward to meeting you.



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The School



Cheltenham College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of about 720 pupils, including a Sixth Form of approximately 270 pupils.

The Prep School (3-13) is a school of some 420 pupils around 50 of whom board full-time, as well as our very popular flexi-boarding option.

Both schools are fully co-educational and are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for Sport, Drama and Music.

Cheltenham Prep

Cheltenham Prep is a fully co-educational day and boarding school for approximately 420 pupils between the ages of 3 and 13. The Prep is made up of Pre-Prep (3-7), Lower School (7-9), Middle School (9-11) and Upper School (11-13).

The curriculum is tailored as far as possible to the individual and complemented by regular assessment, tracking and target setting. It is designed to provide an inspirational, exciting and coherent pathway of learning between the ages of 3 and 13. There is an emphasis on the development of skills, including skills promoting independent learning, and pupils are encouraged to apply these in and across all subjects. The School ethos is very much underpinned by the importance of children being happy and settled so they can not only reach their potential, but have a huge amount of fun along the way! The great majority of pupils progress to the Cheltenham College although some will be prepared for entry to other senior schools.

The Prep occupies its own 15-acre site adjacent to the College. There are purpose built and well-equipped departments for Art, Technology and ICT, and an Assembly Hall, Science Building, Music School, as well as a newly refurbished Library. The Boarding House occupies the upper floors of the main building. The grounds include playing fields for all major games, and recreational facilities such as outdoor learning areas, a lake and adventure playgrounds.

The Prep shares with the College two full sized Astroturf pitches, all-weather tennis courts, squash courts, a multi-purpose sports hall and a six-lane 25m swimming pool. It also benefits from use of the magnificent College Chapel. All these facilities are adjacent to the Cheltenham Prep campus.



The Post

The Lower School Department

The teaching assistant role requires the successful candidate to work under the instruction and guidance of teaching and senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching.

Duties and Responsibilities Support for Pupils

- Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- In consultation with teaching staff, plan and deliver small group/1:1 intervention programmes.

Support for Teaching Assistants

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson objectives, and assist with the celebration and display of pupils' work and organisation of the learning environment.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning objectives and optimise pupil progress.
- 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 pupil 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 relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin support e.g. photocopying, typing, filing etc.
- Occasional support to help cover the class for the class teacher for small periods of time.



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The Post Continued



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Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.



Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings and school events as required (this will include an FTE equivalent number of Open Mornings and Evenings).
- Participate in training and other learning activities and performance
- 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.
- Assist with the supervision of pupils with another support staff during the first day of the absence of your class teacher.

The Candidate



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The successful candidate will display

- An intuitive, sensitive communicator who can establish productive working relationships with pupils to effectively support their learning, liaise effectively with colleagues, providing appropriate levels of support and pupil feedback when needed, to build constructive relationships with parents, guardians and carers, recognising their roles in pupils' learning.
- The ability to challenge and motivate pupils, promoting and reinforcing self-esteem.
- Characteristics of a team-player who can contribute effectively to teachers' planning and preparation of lessons and in evaluating pupil's progress through a range of assessment activities
- The capability to adapt their way of working for each pupil, differentiating the work to meet pupils' needs and support their access to learning using appropriate strategies and resources
- Confidence to use ICT effectively to support learning and can pick up new systems quickly.

Expectations

- Although hours of work are not specified precisely, the working day begins with a registration period at 08.00.
- The Prep works a five-and-a-half week, with sporting and/or House-based activities on Saturdays, but teaching assistants will work Monday to Friday. However, Teaching Assistants will be required for INSET days and Open Mornings, which may take place of an evening or morning once a term, often on a Saturday morning.
- The Prep sets the highest professional standards in every respect.
- Outside of the formal term times they are expected to be in school for whole-school or departmental INSET and to be available to fulfil any reasonable duties.





Terms and Conditions



General Notes

- A highly competitive remuneration package is available with, for the right candidate, a salary to match the best. The Governors review the compensation annually having set agreed targets for the academic year in September.
- Hours of work will be part time; 0800-11.30 (Monday-Tuesday) and 08.00-11.05 (Wednesday-Friday), equating to 16 hours and fifteen minutes per week (Monday to Friday, Term Time only).
- The appointment is subject to 8 week's notice.
- College offers a defined contribution Workplace Pension Plan.
- Subsidised Health Scheme membership.
- The candidate's performance will be subject to a regular appraisal.
- Longlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The appointment is subject to satisfactory references, clearance from the Disclosure and Barring Service, proof of identity and qualifications and a satisfactory medical declaration.

Child Protection

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Disclosure and Barring Service Check (working with children) in accordance with the School's Recruitment Policy which may be obtained from the Bursar upon request. The School is registered for the processing of personal data in accordance with the Data Protection Act 1998.

Equal Opportunities

Cheltenham College is an equal opportunities employer. We are committed to equality of opportunity for all staff and applications from suitably qualified individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We encourage all candidates to ensure that College is aware of your particular requirements should you be invited to interview.

How to Apply



If you would like any further information on the role, please feel free to contact the HR Department at recruitment@cheltenhamcollege.org or on 01242 265670.

The closing date for applications is: **Wednesday 24 June 2026**
Interview date: **Thursday 25 June or Friday 26 June 2026 from 08:30**

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.





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