



JOB DESCRIPTION

Job Title:	Prep School Teaching Assistant with EAL responsibility
Hours:	0.6 (Full day Monday, AM only for the rest of the week)
Status:	Permanent

Role Overview

We are seeking an adaptable and collaborative professional for this dynamic, split-focus role. The successful candidate will divide their time between providing general teaching assistance within our Prep School classrooms and supporting group learning. Alongside this, you will partner with our dedicated EAL Teaching Assistant (who delivers targeted EAL interventions), helping these pupils bridge the gap between their specialist language sessions and their everyday classroom learning.

General Classroom & Teaching Support

- **Classroom Delivery:** Work alongside the class teacher to supervise and support individuals or groups of varying abilities (including SEND pupils), ensuring effective differentiation.
- **Proactive Support:** Identify where additional support is needed during class activities and flexibly adapt to optimise learning for the whole room.
- **Short-Term Cover:** Supervise an entire class for brief periods to provide short-term cover for teaching staff when necessary.
- **Lesson Preparation:** Assist teachers with practical lesson preparation, such as setting up equipment (IT, art, science), photocopying, and creating engaging displays of children's work.

Specialist EAL Support

- **Collaborative Intervention:** Work closely alongside our dedicated EAL Teaching Assistant to co-plan, share best practices, and coordinate support for EAL learners across the Prep School (Reception to Year 6).
- **Targeted Support:** Deliver one-to-one or small-group sessions, drawing upon personal multilingual skills where applicable to boost language acquisition.
- **Curriculum Access:** Provide practical, in-class support to help EAL students understand tasks, access the wider curriculum, and reach their full potential.
- **Resource Adaptation:** Partner with class teachers, your EAL colleague, and the wider EAL department to adapt and scaffold lesson materials specifically for language learners.
- **Inclusion & Transition:** Actively promote the inclusion of EAL pupils within the school community and, where needed, support their transition into the Senior School.

Pastoral Care, Wellbeing & Supervision

- **Relationship Building:** Establish and maintain positive, supportive relationships with children to ensure they feel happy, safe, and valued.
- **Social & Emotional Growth:** Actively promote children's social, emotional, health, and overall wellbeing.
- **Duties:** Assist with before/after school, lunch, and break time supervision on a rota basis.
- **Co-Curricular & Off-Site Trips:** Support and supervise students during co-curricular activities, swimming lessons, school events, and educational off-site visits.
- **Individual Needs:** Provide for pupils' specific personal or medical needs where required, ensuring a safe and dignified environment.

Professional Responsibilities & Safeguarding

- **Safeguarding Priority:** Work in strict accordance with the School's Child Protection and Safeguarding Policies, immediately raising any concerns to the School's safeguarding group.
- **Regulatory Compliance:** Adhere to all school policies and national legislation, including Keeping Children Safe in Education (KCSIE), Health & Safety, Equal Opportunities, and GDPR.
- **Collaboration & CPD:** Attend staff meetings, liaise with parents or external agencies as required, and participate in school-based INSET training days.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2025).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

June 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Qualifications and Experience:

Essential:

- Previous experience of working with children.
- Good levels of literacy and numeracy (GCSE Grade 4/C or above in English and Maths, or equivalent).

Desirable:

- Previous experience of working with children within a classroom environment or similar school setting.
- Attainment of 5 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills, and aptitude.

Knowledge & Language Skills

Essential:

- A solid understanding of the French language (ability to support basic language acquisition and communication).

Desirable:

- Fluency in French and/or proficiency in other additional languages.
- Knowledge of issues relevant to primary education, EAL pedagogy, and child development.