



**(Pre-Prep)  
Teaching Assistant KS1  
Fixed Term (One year – September 2026 – August 2027)**

**The School**

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure.

The Prep is a fully co-educational day and boarding school for approximately 400 pupils between the ages of 3 and 13. The school is made up of Pre-Prep [3 – 7], Lower School [7-9], Middle School [9-11] and Upper School [11-13].

College [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 720 pupils and aiming to become 750 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town.

**The Pre-Prep**

The Pre-Prep is very much part of Cheltenham Prep, occupying self-contained buildings at the heart of the school campus. Staffed by specialist Early Years teachers, the aim is to provide a stimulating and happy environment in which children can develop intellectually and socially to reach their potential.

The Teaching Assistant is responsible to the Head of Pre-Prep.

**Job Specification**

- To maintain the safety of the children during directed hours.
- To ensure equal opportunities regardless of gender, ability and culture.
- To share and, at times, take sole responsibility for children working, where a variety of activities are available, facilitating and enabling them by providing appropriate levels of support and interaction.
- To take responsibility for any activity under the authority and direction of the Head of Pre-Prep.
- To take responsibility for small-group teaching and have shared responsibility for teaching phonics alongside Pre-Prep teachers. Experience in Read Write Inc, or a similar programme would be welcome and, for the right candidate, there may also be the opportunity to teach.





## CHELTENHAM PREP SCHOOL

- To share in the planning, assessment and recordkeeping in accordance with departmental policy and in co-operation with class teachers.
- To share responsibility for the presentation of the children's work and for the compilation of interest areas and displays.
- To share responsibility for resources and equipment.
- To liaise with and report to parents as appropriate in accordance with the current reporting system and keep the Head of Pre-Prep informed of all communications to and from parents.
- To constantly reappraise professional performance, to participate in training courses and to keep informed of current legislation and practices.
- To undertake such duties as are agreed within the department.
- To attend meetings and undertake such duties as can reasonably be requested by the Headmaster or the Head of Pre-Prep.

### Person Specification

- Qualified to at least NVQ Level 3 or higher
- Experience in EYFS or Key Stage 1
- Ability to work on own initiative
- Good organisational skills and ability to prioritise workload
- Good communication skills both oral and written
- Positive and fair attitude
- Flexible, team player

### Terms and Conditions

- Salary based on grade D to F of College's pay scale (depending on experience and qualifications)
- **Fixed Term Contract (1 year) September 2026 – August 2027**
- Hours of work: Full time hours per week, to be worked between our core hours of employment: 4 days per week working from 8am to 4pm and 1 day per week working 8am to 5pm
- Use of College sports facilities (at staff allocated times)
- College pension scheme after qualifying period
- Subsidised Health Scheme Membership (Benenden)
- Discounts for College Staff at local retailers and businesses

### March 26

