



ASHFOLD SCHOOL



Candidate Brochure

Teaching Assistant – Pre Prep

1 January 2027

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Ashfold is a leading prep school for approximately 240 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside and includes 5 sports pitches, AstroTurf, netball and tennis courts and woodland.

We are seeking to appoint a **Part-time Teaching Assistant** to join the Pre Prep Department at Ashfold School.

Accountable to: The Deputy Head of the Pre-Prep Department

Department: Pre Prep

Hours of work: An average of 33.75 hours per week Term Time

Salary: £13.41 per hour which equates to a pro rata salary of £17,923.00

Contract type: This is a fixed term maternity cover contract from 1 January 2027 – 31 August 2027

Purpose of the role:

To assist in the creation of a stimulating environment for children in an early-years setting. To also be able to support children's learning in the Pre-Prep department and assist the teachers to deliver an exciting curriculum.



Key Tasks:

Support for Children:

- To promote an enthusiasm for, and love of, learning amongst children.
- Working with individuals or groups of children in and outside class in a variety of educational activities within an early-years setting.
- To promote the inclusion of all children of all abilities in the learning activities in which they are involved.
- Providing for the personal and social needs of children, in conjunction with other staff.
- To assist with preparation for school visits and the supervision of children on such visits.

Support for Teachers:

- Assisting the Form and Subject Specialist Teachers in any educational duties as directed by them. Within the overall plan set by teachers, to assist in devising and extending educational activities. This may include contributing to the development and implementation of Individual Education Plans (IEPs).
- To help assess, record and provide regular oral/written feedback to teachers on children's progress and achievement.
- To efficiently prepare, maintain and use classroom teaching materials. This will include photocopying, mounting and general display throughout the department, and ensuring that children clear up their workspace after the completion of a task, with reasonable help, but with encouragement to clear up for themselves.
- To assist in maintaining all aspects of behaviour management and encouraging socially acceptable behaviour in line with the ethos of the school.
- To attend meetings and courses when required.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular with teachers and other Teaching Assistants.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary.
- Participating, along with other staff, in the rota for playground duty/supervision.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Assisting with any other duties as may be reasonably required by the Head, Deputy Head or Head of the Pre-Prep department

Other Duties:

- To fully engage in life of the school as required by the Head of Pre Prep.
- To assist in the recruitment of pupils and to promote the School and Department.

Person Specification: The selection of candidates for short-listing will be based on this specification, and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	- Minimum Level 3 qualification in Early Years/childhood development/Early Years education or childcare - Good GCSE (or equivalent) passes in Mathematics and English Language	Paediatric First Aid Certificate
Specialist Skills and Experience	- Working in an Early Years setting - Fully competent IT skills	- Working knowledge and experience of delivering EYFS statutory framework - An understanding of, and commitment to, the prep school ethos
Personal Qualities	- A caring person who is keen to assist the teaching in ensuring the best possible teaching and learning opportunities for all pupils - Energetic and enthusiastic approach - Attention to detail, reliability, thoroughness and the ability to work well under pressure in order to meet deadlines - Ability to take the initiative - Flexibility and willingness to work throughout the department - Ability to work as part of a team - A good communicator to be able to convey their passion and ideas to children clearly - Friendly, approachable and with the ability to develop good relations with children, staff and the wider school community - A commitment to Safeguarding	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: October 2026

Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.



Vision & Ethos



The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide various opportunities for professional growth and we create a culture of community and partnership.

**We are
Change Makers**



The School

The school week runs from Monday to Friday and there is no Saturday school. We offer optional casual boarding which is very popular. Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior schools with many of our children gaining scholarships or awards to their senior schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection. A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).

Applications

Those wishing to be considered for the post should download and complete an application form. Completed applications should be emailed to the People Team, recruitment@stowe.co.uk

Applications not submitted on the Stowe Group application form, or applications not completed in full, will not be considered.

As part of the shortlisting process, the School will carry out an online search on shortlisted candidates only as part of its due diligence.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protections and safety of its children. Applicants will be

required to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

If you would like to discuss any aspect of the post in greater detail, please contact the People Department on 01280 818005 or email recruitment@stowe.co.uk

