




DANES HILL SCHOOL


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TEACHING ASSISTANT


March 2025

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

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# THANK YOU

Thank you so much for your interest in Danes Hill School. I hope that the information in this pack, and our website, gives you a flavour of what working at Danes Hill School would be like – and the warm and positive school team you will be joining if you are successful in your application.

Danes Hill School is a popular co-educational day Prep School and is home to around 650 pupils aged 2 – 13. Early years pupils are taught at our Pre-Prep site known as Bevendean, before ‘graduating’ to the main school when they join Year 2. Our teachers specialise in a particular key stage or subject, but all work flexibly across the age range.

Our values are passion, courage, growth and respect and I believe that if children are happy, they flourish, reach their full potential and carry a love of learning with them for the rest of their lives.

At Danes Hill School, we want children to enjoy their childhood for as long as possible, but we also want them to develop and progress within a stimulating environment that offers many opportunities both inside and outside the classroom. Co-curricular activities, integrate seamlessly within the school's provision, form the backbone of our holistic learning experience. These activities offer invaluable opportunities for our pupils to explore their passions, to push their boundaries, and develop crucial skills. Whether it's academic enrichment, sport, music, drama, a hobby or a club – all have an important part to play in shaping well-rounded individuals ready to contribute to society.

If you are interested in becoming part of our school and making a difference to the education of our young people, we would love to hear from you. We will be processing applications as they are received and may close the recruitment ahead of the closing date, if the right candidate has been found. I very much look forward to hearing from you.

With best regards,  
Elise Tonnard (Director of Finance and Operations)



# OUR SCHOOL VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values are articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gain a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.



# TEACHING ASSISTANT

## ABOUT THE ROLE

<b>Job title:</b>	Teaching Assistant
<b>Job purpose:</b>	To support the education, supervision and engagement of pupils as directed, providing a high-quality experience for all children. Our teaching assistants support with the Mini Transition classes (aged 2-3 years) through to Year 3 (aged 7-8 years) and may be placed to work with any classes across those age groups.
<b>Reporting to:</b>	Head of Year/Head of Section
<b>Hours:</b>	40 hours per week. This role is <b>term time only</b> . Some flexibility required to cover meetings or events which may be held before or after school
<b>Salary:</b>	£XXXX
<b>Benefits:</b>	Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Season ticket loans. Training and development support.
<b>Closing Date:</b>	22 <sup>nd</sup> April 2025. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.



# JOB SPECIFICATION

## Supporting teaching and learning

- Inspiring pupils with a love for learning, and the highest standards and expectations.
- Supporting a cheerful, well-organised and stimulating classroom climate that will motivate pupils to learn, think independently, empathise with others, and perform to the best of their abilities.
- Communicating with pupils to ensure they understand work set by a class teacher, being clear about expectations.
- Assisting with monitoring, assessing and recording each pupil's progress.
- Supporting children with SEND, helping them to actively participate in learning activities and liaising with parents/carers/external agencies as required.
- Supporting pupils in activities to develop literacy and numeracy skills, being aware of individual needs, learning targets and the relevant support required to assist.
- Participating in the planning of programmes of study for groups of pupils.
- Assisting in the preparation of teaching materials and resources which facilitate access to the curriculum for all pupils.
- Providing 1:1 and small group support in class, as directed by the class teacher.
- Creating informative and well-presented classroom displays and noticeboards, celebrating pupil successes.
- Communicating positively with colleagues, parents and pupils, maintaining high standards and expectations.
- Preparing and effectively using ICT in the classroom environment to support and promote pupil learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

## Co-curricular activities

- Preparing for activities in line with school expectations.
- Assisting with school events or trips.
- Supporting all co-curricular activities as directed, including sports, school productions, concerts, parents' evenings and events.
- Participating in the breakfast club and extended day club, as directed.

## Pastoral responsibilities

- Supervising pupils in activities, free time and learning, making each feel included, secure and valued.
- Participating in traffic and bus duties as requested.
- Undertaking pastoral responsibilities as directed
- Maintaining confidentiality and upholding guidance around data protection.





# JOB SPECIFICATION

## Other duties

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Being a role model by setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
- Providing administrative support as directed.
- Maintaining good order amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Actively engaging in safeguarding practice and health and safety supervision, both in school and on external visits.
- Undertaking supervisory and cover duties as directed, and working flexibly across Bevendean and Danes Hill School according to need.
- Attending all meetings and training relevant to the role and other events as directed.
- Complying with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Head of Year, Head of Section, Head or senior colleague may require from time to time.



# PERSON SPECIFICATION

## Person specification

### Qualifications

- NNEB or Teaching Assistant at Level 3 or equivalent experience

### Experience

- Experience of working with young people in a school or nursery environment
- Experience of organising others

### Competencies

- Ability to build effective and professional relationships with pupils, parents and staff
- Ability to communicate confidently and effectively, to lead a class in the absence of the class teacher
- Ability to manage time effectively with a positive and flexible attitude to tasks
- Excellent IT skills using a range of software
- Accurate written and spoken English
- Commitment to equal opportunities
- High levels of initiative and motivation
- Commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate fully in the life of the Danes Hill School and Bevendean, including co-curricular and pastoral commitments.

*Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, and other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2023.*



# WHY WORK AT DANES HILL SCHOOL?



## Location:

Danes Hill offers an exceptional working environment, and when you visit the education, you get a proper sense of the grounds, facilities and resources. Set in 55 acres

with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than meeting, education, walk from the Prep School (15 minutes from Bevendean).

Car parking is available for all staff, as well as our Cycle to Work scheme.



## Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.



## Development:

As a place of education, it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place every Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.



## Reward:

It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for the business and operations team was recently introduced after consultation with staff.



## Benefits:

Business and operations team members are auto-enrolled into our Royal London pension scheme, with a 7.2% employer contribution and 3% individual contribution. An alternative pension through TPT is also available with variable contribution levels.

Non-contractual fee remission is given to all staff on a pro rata basis, and currently represents up to 60% reduction on full fees, as well as free wraparound care and discounted holiday clubs.



## Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Our onsite counsellor can provide immediate support and advice, and Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.



## Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, which have included circuit training, running, badminton, football and the staff choir. The Head of the Common Room organises social events and charity fundraisers. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our fabulous lunches.





# DANES HILL SCHOOL

STRONG & SAGACIOUS

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