



THE MEAD SCHOOL

ROYAL TUNBRIDGE WELLS

# TEACHING ASSISTANT

CANDIDATE PACK



## The Opportunity

We are seeking to appoint a talented, caring and enthusiastic Teaching Assistant to offer support to one of our children. The successful candidate should be able to work on their own initiative and as part of the wider, guided team in helping to support the pupil with interventions, core lessons and a small groups with peers when necessary. It is an advantage to have a willingness to participate in everything our pupils do!

**Reporting to:** Head, Head of Learning Strategies and Form Tutor/Teaching Staff

## Hours, Salary and Benefits

Hours: 8:30am – 3:30pm Monday - Wednesday and 8:30am – 12:30pm Thursday - Friday.  
Timetable could differ over the academic year.

We are looking to get someone starting in the role ASAP, however, for the right candidate they could start September 2026. The hours may differ from September.

Salary: £14,840.00 pa

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Free lunch where possible
- Accrued paid holiday + bank holidays
- Access to the group's counselling scheme
- Personal accident at work cover

## Application & Key Information

Applicants should complete the school's application form (no other application forms or CVs will be accepted) and submit by email to the School Business Manager - [manager@themeadschool.co.uk](mailto:manager@themeadschool.co.uk). The application form may be accompanied by a covering letter of no more than one page.

You can apply via eteach - [link here](#)

The final closing date for applications is 12 noon on Friday 5th June but applications will be viewed as they arrive and we reserve the right to close the process should a suitable candidate be found.

The Mead School are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks, reference and medical checks and the Disclosure and Barring Service.

If you have any queries or would like further information, please do not hesitate to contact the School at [office@themeadschool.co.uk](mailto:office@themeadschool.co.uk) or on **01892 525 837**.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



## Job Description

To assist the Head, Head of Learning Strategies, Form Tutors, Teaching Staff and team in providing high quality learning experiences and support for a pupil with an EHCP.

- To assist the pupil in providing a friendly, caring and appropriate environment conducive to pupil learning and development during the agreed hours.
- To ensure all daily routines are adhered to.
- To plan, organise and carry out planned activities with the specific child or a group of children guided by the Form Tutor/ Teaching Staff/ Head of Learning Strategies, to support learning and development.
- To adopt a strong, professional, adaptable and flexible style so as to influence and motivate.
- To maintain children's records and carry out assessments under the guidance of the Form Tutor/ Teaching Staff/ Head of Learning Strategies, when necessary.
- To assist in keeping a safe, clean and tidy classroom/ school & outdoor play and work space.
- To provide pastoral support for the pupil in their care.
- To be a positive role model for all pupils.
- To be flexible and forward thinking with the changing demands of each school day.
- To ensure all School policies and procedures are adhered to and implemented.
- To keep abreast of current issues and attend training as necessary.
- To respect confidentiality in the setting.
- To supervise the child on the playground/ in the dining hall, as required.
- To assist on school trips and outings as required and directed.
- To communicate with parents and other visitors in a calm, friendly and efficient manner.
- To respect and support the Christian ethos of the School.
- To ensure that the School's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day routines and practice.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school and the pupil's needs.
- To undertake any other duty/ies necessary for the proper performance of the role, in line with skills set and experience, as directed by the Head.



## Person Specification

### Education and Qualifications:

#### Essential:

- A recognised qualification for a Teaching Assistant at Level 3 (or above)
- Current experience in a classroom

#### Desirable:

- Paediatric First Aid qualification
- Ability or willingness to run small group interventions. (construction therapy & social skills)

### Specialist Knowledge & Skills:

#### Essential:

- Secure understanding of effective teaching, behaviour management and high standards of discipline
- Strong awareness of equality of opportunity, safeguarding, and health & safety best practice with all pupils and staff
- Good standard of education with excellent literacy, numeracy and IT skills
- Ability to interest, encourage, motivate and engage pupils
- Make effective use of time
- Use methods and resources that enable all pupils to learn effectively
- Secure high standards of behaviour
- Contribute to a well organised, stimulating learning environment
- Enable pupils to develop self-esteem and respect for others

#### Desirable:

- Provide appropriate levels of challenge, so that all pupils make good progress
- Enable pupils to acquire new knowledge and skills
- Enable pupils to develop the skills to work independently and collaboratively

### Personal Attributes:

#### Essential:

- A true enjoyment of working with children
- The ability to work as part of a team in delivering the curriculum, support and challenge
- High level of initiative as well as collaboration
- Commitment and loyalty to the School
- To be patient and resilient when undertaking duties of assisting other members of The Mead staff or pupils
- The ability to work within the framework of national and whole school policies to ensure consistency of practice
- The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process
- Have a good sense of humour and be flexible, willing and adaptable

#### Desirable:

- Ability to make a significant contribution to a school ethos that promotes high achievement



# The Mead School

## School Ethos: The Mindset of a Meadite: Compassion, Ambition & Curiosity

The Mead School is a co-educational prep school for circa 235 pupils, situated in the heart of Tunbridge Wells, approximately 400 metres from the historic Pantiles.

The school is a true community; sited in a large Victorian villa which has undergone vast physical changes and additions to accommodate the numbers and the requirements needed to provide a first class education for the twenty first century. It is run as a large family living under one roof. A child who is happy and secure in school is one who is going to learn, thrive and aspire. School must be an exciting, fulfilling and safe place where every day, whether you are aged three or eleven, is a new adventure and positively anticipated.

The school enjoys a reputation of high academic standards within a caring, happy environment. Children are prepared for the highly selective Tunbridge Wells and Tonbridge Grammar Schools as well as a wide range of Independent and maintained secondary schools. Care and consideration are given to ensure each child enters the secondary school best suited to their needs.

The Mead strongly believes that every child should feel success and become a life-long learner. To this end the development of the 'whole child' is at the heart of all it does. For a child to achieve, they must be given the opportunity to explore and develop physically, culturally, morally, socially and spiritually.

A wide range of extra curricular activities and educational visits is offered to suit and attract each individual and thus provide the self confidence and motivation to enable pupils to explore and develop their personal strengths and interests. Each child is taught to have respect and consideration for others, whilst individual goals and talents are encouraged, stimulated and nurtured to develop the whole personality.

We are a Christian school which welcomes and respects all faiths and families, the emphasis is very much on breadth and the development of the all round person.

From the safety of the school buildings, pupils discover and explore the wider community and play an active role within it. Cricket is played at The Neville, children swim at a local pool. The annual Summer Show and Prizegiving is held at The Trinity Arts Centre to name just a few examples.

The school is an active member of The Independent Schools Association. Pupils partake in regional and national competitions and learn that the world, and all it has to offer the confident and open minded, is the greatest of all learning environments.

For more information, please visit [www.meadschool.co.uk](http://www.meadschool.co.uk)

## Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)