

# PENNTHORPE



TEACHING ASSISTANT  
(PREP)  
CANDIDATE PACK



## THANK YOU FOR YOUR INTEREST IN THE ROLE OF **TEACHING ASSISTANT** AT PENNTHORPE!



I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact Lauren Manvell ([recruitment@pennthorpe.com](mailto:recruitment@pennthorpe.com) 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website ([www.pennthorpe.com/about-us/application-form](http://www.pennthorpe.com/about-us/application-form)).

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!

Mr Chris Murray BA (Hons) PGCE  
Head

# ABOUT PENNTHORPE

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life, and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions, but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.

Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn, and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

## OUR AIMS

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

## WHY JOIN US?

Staff come from a variety of backgrounds, and all find their place at Pennthorpe.



WHAT HAS STRUCK ME MOST, SINCE JOINING PENNTHORPE IN SUMMER 2024, IS THE WARM, CARING AND CLOSE-KNIT COMMUNITY OF THE SCHOOL, WHICH INCLUDES PARENTS, CHILDREN AND STAFF. I LOVE THE COMMUNITY'S INCLUSIVITY AND OPTIMISM; IT IS AN INCREDIBLE PLACE TO WORK.

*Kate Stott, Year 2 Teaching Assistant*



I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

*Charlotte Gallina Breese, Head of Years 3 & 4*



MY PASSION, IDEAS AND OPINIONS ARE ACTIVELY ENCOURAGED AND SUPPORTED, AND I FEEL TRUSTED AND EMPOWERED IN DEVELOPING MY DEPARTMENT TO BE THE VERY BEST IT CAN BE.

*Chris Lindfield, Head of Maths*



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

*Jon Marler, Deputy Head*





# THE BENEFITS

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns, in addition to an informal staff buddy system
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff sessions during our biannual Wellbeing Week and on INSET days
- Support for working parents
- Dedicated staff work areas
- 36-week term time
- Professional development, including the possibility of financial support for postgraduate training
- Numerous career progression opportunities
- Fee remission for staff children
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Free parking on site.

For teaching staff, additional benefits include:

- Integrated technology across all teaching areas,
- Small class sizes, high levels of pastoral care and parental support
- Generous timetabled non-contact allowances,

## Our Prep School

Our classrooms buzz with curiosity and enthusiasm, perfect for growing problem solvers who want to know “why?”. Whilst most learning remains form based at this stage, in KS2 our children are ready to take on challenges and new responsibilities. This is supported by our specialist facilities, such as our two Science labs, a self-contained Art, Design & Technology centre, dedicated Music & Drama studios, as well as a full sized Sports Hall, pitches and MUGA. This, together with our exceptional and dynamic staff team of class tutors and specialist teachers, means children in our Prep years receive incredible teaching and care each day, as well as having a whole lot of fun!.



# PREP TEACHING ASSISTANT

The successful candidate will take on the many varied roles needed to be in tune with each child's needs each day. As well as the skills required to deliver the duties identified below, you will require a warm and loving personality, and the ability to multi-task!

## *Main Duties*

- To build and maintain successful and supportive relationships with the pupils, treating them consistently and with respect;
- To support and manage pupils within a class in conjunction with the Class Teacher;
- To develop an understanding of all the pupils within the class or set;
- To work on differentiated curriculum activities with a group of pupils, as directed by the teacher;
- To promote independence both inside and outside the classroom;
- To build the pupils' confidence and enhance self-esteem;
- To assist the teachers in maintaining a smooth running of the class by preparing the learning environment, such as setting up lessons, preparing resources, equipment;
- To assist with ensuring the school is a creative learning environment, supporting teachers with displays and maintaining the indoor and outdoor learning environment;
- To participate in the evaluation of lessons with the Class Teacher and planning for future learning;
- To meet with the Class Teacher and specialist teachers to contribute to planning lessons/activities and discuss issues;
- To support the Class Teachers in recording pupil progress, contributing to the assessment and profiles of the pupils;
- To formally observe pupils and feedback to the Class Teacher, as directed;
- To foster links between home and school and maintain confidentiality about home-school / pupil/teacher matters;
- To accompany classes on school trips (this may involve travelling by public or private modes of transport);
- To provide basic first aid and record accidents and incidents (training will be provided);
- To participate in personal and professional development activities, including INSET days, to meet the changing demands of the job;
- To support implementation of school policies and procedures, including those relating to confidentiality and Child Protection.

## *General Duties*

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend departmental meetings, and other such meetings as required, including staff meetings, INSET sessions, and other such training as may be necessary.
- To act in accordance with the Staff Handbook and the Staff Code of Conduct.
- To undertake supervisory duties in accordance with the staff duty rota.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary.
- Attend school functions, including after hours, as directed by the Head.
- To take part, with the Head and senior team, in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Head may from time-to-time reasonably request.

# PERSONAL SPECIFICATION

## *Qualifications*

- Relevant or equivalent Level 2 teaching assistant qualification or equivalent qualification (essential)
- Relevant or equivalent Level 3 qualification in Childcare in Education, or NVQ level 4, Childcare in Education, City and Guilds Advanced Certificate in Learning Support (desirable)
- Educated to GCSE level or equivalent, including Maths and English GCSE Grade C (essential)
- Training relevant to education e.g. literacy, dyslexia, ICT, Maths etc. (desirable)
- Further Education Qualification (desirable)
- First Aid qualification (desirable)

## *Experience, Knowledge & Skills*

- Experience of working with children within Key Stage 1 (essential)
- Excellent literacy and knowledge skills (essential)
- Basic understanding of child development and learning (essential)
- Experience of teaching and supporting children with SEN (desirable)
- Experience of running intervention programmes (desirable)
- Knowledge and understanding of curriculum and assessment (desirable)

## *Personal Attributes*

- Enjoy working with children (essential)
- Be enthusiastic, highly motivated and flexible (essential)
- Good verbal communication skills (essential).
- Experience of communicating effectively with parents (essential)
- Ability to relate well to children and adults (essential)
- Ability to work well as part of a team and/or under own initiative (essential)
- Have ability to adapt to a variety of situations (essential)
- Ability to self-evaluate learning needs and actively seek learning opportunities (essential)
- Ability to safeguard and promote the welfare of children (essential)
- Have a calm approach, and an empathic nature (essential)
- Ability to provide parents with a quality client service (essential)
- Enjoy working 'in-character'

# HOW TO APPLY

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- **Start Date:** September 2025
- **Salary:** Competitive and available upon request
- **Contract Type:** Permanent, 8.00am – 1.00pm, Monday – Friday and attendance at all INSET days
- **Application Deadline:** Friday 11<sup>th</sup> July
- **Interview Date:** To be confirmed
- **Reporting Line:** Head of Upper School





## EQUAL OPPORTUNITIES

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

## SAFEGUARDING

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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