



BUTE HOUSE

Bute House Preparatory School for Girls

Teaching Assistant

Full time, September 2026





Job Description

Role:	Teaching Assistant
Hours:	8.00am – 3.50pm (i.e. 15 minutes before and after school day) for 3 days 8.00 am – 5pm for 2 days Term Time plus INSET days, 7+ assessment days and up to 3 additional days per annum. (NB No holidays to be taken during term time)
Report to:	Head of Phase/Senior Deputy Head

Role: To work with teachers in a pedagogical role to scaffold children's learning in the classroom. To support the teacher with routine tasks, classroom organisation and behaviour management. To uphold the ethos of the school, helping create a nurturing and supportive environment for all pupils.

Key Responsibilities:

Pedagogical Role of Teaching Assistant

- To add value to the class teaching by scaffolding pupils' learning
- To work with the class teacher to identify and support individual learning needs
- To assist the teacher with activities in the classroom
- To plan, lead and facilitate small group teaching and participate in planning with the teacher as required
- To promote inclusion of, and the highest aspirations for, all pupils in the school
- To observe, record and feedback information on pupil performance
- To maintain discipline in accordance with school policies
- To assist pupils' social development, progress and achievement outside of the classroom
- To run an extra- curricular activity for pupils, within school hours, as part of the school clubs programme.
- To supervise girls before and after extra- curricular school clubs on the days contracted until 5pm

Administrative role of Teaching Assistant:

- To help with classroom organisation and ensure lessons run smoothly by supporting the management of pupil behaviour



- To support the classroom teacher by preparing and organising materials for lessons
- To support teachers, and other colleagues to help create an effective and purposeful learning environment, creating materials to be used in class and displays where appropriate
- To maintain pupil and family confidentiality
- Support pupils with physical, sensory or emotional needs

Other Support

- To go on residential trips if required
- To undertake playground duties and serve hot lunches to a table of pupils
- To attend regular meetings and training, as required
- To ensure that classroom stock is maintained and kept tidy and that resources are readily available
- To carry out general administrative tasks such as photocopying, laminating, filing, marking
- To communicate and liaise with staff, students, parents and governors
- To work as part of a team with the teachers and assistants and the rest of the school staff
- To comply with policies and procedures in relation to safeguarding and children's' welfare, health and safety, security, confidentiality and data protection, reporting all concerns
- To cover additional duties for absent colleagues
- To undertake training and development relevant to the post and in line with the school's priorities
- To complete a first aid course and keep up to date
- To carry out any additional tasks given by the Head/Line Manager commensurate with this role.

Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school as well as taking up references before interview.

Person Specification



Role: Teaching Assistant

	ESSENTIAL <i>These are qualities which are required to do this job. No applicant would be considered if they did not have these</i>	DESIRABLE <i>These are additional qualities, which may be useful when the panel is selecting the final shortlist</i>	METHOD OF ASSESSMENT
Qualifications	Minimum Level 2 NVQ or 3 equivalent		Certificates
	First Aid qualification or the willingness to obtain this		Certificates
		Paediatric First Aid qualification or the willingness to obtain this	Certificates
Experience	Experience of working with young children		Application form References
		Experience of general administration	Application form References
Skills	Good interpersonal skills		Interview
	Computer literacy		Interview
	Ability to use initiative		References
	Good written and numerical skills		Application Form Interview
Knowledge	Of working in a school environment and the curriculum		Application Form Interview
		Experience of working with pupil management systems (e.g. SIMS)	Application Form Interview
Personal competencies and qualities	Enjoyment of working with children		Interview References
	The ability to develop positive relationships with young people		Interview References
	High levels of honesty and integrity		Interview References
	The ability to take personal responsibility, a readiness to reflect and self evaluate and the ability to change, improve and develop		Interview References



Bute House Values

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues. We offer both a rich and rigorous education, enabling all of our pupils to run their own best race.





Our Community

Valuing Every Background

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

Celebrating Our Diversity

We are proud of our vibrant, inclusive community. We are enriched by our diverse school community; we learn from each other with around 80% of pupils speaking an additional language at home; we celebrate our multiculturalism and are inspired by our different ways of learning: every girl, and every member of staff, runs their own best race here at Bute House! Our colleagues are excellent role models for pupils and each other, and we believe living our values with our individual approach to developing every person in our community is what makes our school so special!

Community Spirit

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities. school culture

School Culture

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.

Staff Benefits

- ➔ Collaborative working environment
- ➔ Individualised CPD opportunities
- ➔ Performance linked pay progression
- ➔ Generous employer pension contribution
- ➔ Staff wellbeing programme
- ➔ Free lunch during term time



Completing the application

Please submit your completed application form to recruitment@butehouse.co.uk. In line with safer recruitment requirements CVs will not be accepted.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development.

Phone Number: +44 (0) 207 603 7381
Email Address: recruitment@butehouse.co.uk
Website: www.butehouse.co.uk

