



# KS2 Teaching Assistant Apprenticeship

## Information for prospective staff

### Department Information

Happy children learn. It's no surprise to us that the most popular word that comes to pupils' minds when describing the Junior School is 'fun'. Fun is one of the three core values we discuss, repeat and reinforce in the Junior School.

Kindness is the priority - if everybody (adults and children alike) is kind to everybody else then the School functions harmoniously.

Honesty is important. On occasion truths have to be shared between parents, children and staff, but because they are shared in an environment of kindness, all is well.

Finally, fun is to be had at all times (provided it's enjoyed in a kind and honest way). And there's a lot of fun to be had in the Junior School.

The purpose-built Junior School is warm and comfortable and provides a safe base for Key Stage Two children, as they explore the wider campus and its impressive swimming pool, sports facility and music department.

We are 'smart-phone free' in the Junior School and in a world saturated with screens, we carefully balance digital literacy with genuine human connection and engagement with the world around us.

We are passionate about co-education and have been since our foundation. Our classes have approximately 20 pupils and come from a broad range of feeder schools and backgrounds. We mix up classes every year so that new pupils are made to feel part of the group straight away. When new children arrive they are each given a buddy, a child in their class who knows the school well to help them settle.

There are no exams to progress up into the Senior School, meaning students can focus on thriving in a welcoming, flexible and secure learning environment. We provide all children with an education full of depth and breadth, so they have the secure foundations not just for adolescence, but for the next eighty years of their lives.

This is an exciting time to join Freeman's. Despite the current educational climate, our pupil numbers continue to grow and demand is now such that we are operating a waiting list in the Junior School. We were also recently visited by the Independent Schools Inspectorate and awarded a 'Significant Strength', placing us among the top ten per cent of schools nationally.

# Information about the role

## Purpose of the post

We are looking to recruit a Level 3 apprentice to join our thriving Junior School here at the City of London Freeman's school in Ashted, Surrey. Working closely with class teachers, you will help pupils to expand their knowledge and play a positive role in school life. With strong communication skills, you will be positive, friendly and adaptable with an ability to build relationships with children and demonstrate a growth mindset.

If you are enthusiastic and committed to achieving your Teaching Assistant Level 3 apprenticeship and are eligible to apply, we would love to hear from you.

## Reporting

Reporting to the Head of Junior School via Head of Form 1.

## Main Duties and Responsibilities

- Supervise and provide learning support for all pupils.
- Preparation and planning of lessons in accordance with year group schemes of work.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Encourage pupils to interact with the class and engage in activities.
- Provide feedback to pupils and teachers on pupils' achievement, progress and any problems that arise.
- Create and maintain an orderly and supportive environment, undertaking administrative tasks as needed.
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use.
- Prepare resources required for learning activities and assist pupils in their use.
- Uphold policies and procedures relating to child protection and data protection.
- Supervise pupils before school, after school and on school trips.
- Actively seeking to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times giving due regard to the health and safety of themselves and others when carrying out their duties.
- Reporting all accidents to the City's Incident Report Helpline, details of which are on Common Room noticeboards.
- Informing the Chief Operating Office of any concerns regarding Health & Safety, and safe working practices.
- Actively seeking to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonable be requested appropriate to the grade.

## Person Specification

The successful applicant will:

- Educated to A level standard or equivalent
- GCSE or equivalent Maths and English
- Have a love of learning for learning's sake and be able to infect others with that enthusiasm
- Be reflective and have humility, patience and tact
- Have a genuine passion for education
- Be familiar with the National Curriculum
- Have warmth and compassion
- Be reliable and flexible
- Have good levels of physical and emotional resilience
- Be willing to participate fully in the wider life of the School
- Possess a healthy sense of humour
- Be a team-player

### **Recruitment - Note to Applicants**

NB: This is a centrally funded apprenticeship and eligibility criteria are specific. You will not be eligible if you have a degree or a related qualification at level 3 or above.

### **Revision of Job Description**

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

# How to Apply

Applicants should send a completed application form to the Headmaster via **CLFS-Recruitment@cityoflondon.gov.uk**, by 9am on Friday 22<sup>nd</sup> May 2026.

Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).