

# NVQ Level 2 or 3 Qualified Teaching Assistant

## Job description and person specification

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### Summary

We have a full-time vacancy available starting in early December 2026 for a **loving, caring, enthusiastic and happy qualified Teaching Assistant** with at least NVQ Level 2 Early Years qualification. Experience with Special Educational Needs is also highly welcome but not essential.

The position offers an exciting opportunity for a qualified practitioner who is passionate about working at the cutting edge of Early Childhood Education and Development in a highly friendly and supportive team environment in which everyone strives for excellence.

The post has a six months' probationary period. Although it is a fixed term maternity cover until the end of the academic year, new vacancies may open up from September 2027, for which the successful candidate may be well positioned.

The actual salary will depend on the successful candidate's experience, qualifications and agreed working hours. The 2026-27 actual annual Term-Time Only starting salary ranges from £22,840-£24,370. It is for Term-Time Only (34-35 working weeks + 4.6 weeks paid holiday) for our standard full-time hours of 8.30-15.45 Monday-Friday (the comparable annual Full-Time Equivalent salary would be £29,625-£31,615). The 30-minute lunch break and the 15-minute morning break are paid.

In addition to working term-time, the successful candidate will preferably also be available to work, for additional enhanced remuneration, until 4.45pm on two to four afternoons per week to support the child at after-school clubs. If of interest, here are further earning opportunities by working some of our holiday provision weeks. Holiday provision is optional for parents and reserved for our on-roll Kindergarten and Pre-Reception children. It is for 7-8 weeks a year, and a willingness to sign up to work for about 4 of these weeks would, although not essential, be highly welcome.

### School background

Herne Hill School is a well-established independent Pre-Preparatory and Pre-School in South London. It is the largest stand-alone independent school in the country focusing exclusively for two-year-olds through to Year 2.

Since its foundation in 1976, it has had only one purpose: providing young children with the best possible start for a successful and balanced academic life. There are nearly 300 pupils on roll, split into the Kindergarten at our new, dedicated and state-of-the art site at 99 Herne Hill, which then feeds into Pre-Reception, Reception, Year 1 and ultimately Year 2 classes at our main site at 127 Herne Hill.

There are approximately 70 staff members (about 25 teachers and peripatetic instructors, 40 teaching assistants and five support staff), who are overseen by the Headteacher, Ngaire Telford, and the Director/Proprietor, Dominik Magyar. Everyone works towards fulfilling our common purpose:

“At Herne Hill School, we prepare young children for life ...  
by providing the finest individual education ...  
... based on a bedrock of love and care.”

The school's ethos of *Love · Care · Excellence* encapsulates our commitment to excellence and our belief that love and care are prerequisites for a top-quality education. The school's atmosphere lives this philosophy. It is a caring, friendly, fun, supportive and well-resourced environment conducive to optimal learning and development.

Our website and the last ISI inspection report, which can also be found there, provide a good overview of our values, approach to teaching and learning and *modus operandi*.

Candidates who would like to see more detailed information on the school's provision and daily life can email our Registrar Catherine Ross at [enquiries@hernehillschool.co.uk](mailto:enquiries@hernehillschool.co.uk) to request access to the password-protected Prospective Parent Area on our website.

## **Job description**

The main duties and responsibilities include:

- Supporting the teacher(s) by:
  - Helping with the preparation and maintenance of an effective and safe learning environment
  - Contributing to the preparation of learning activities, supporting their delivery and monitoring their success and pupils' response, feeding back information as appropriate
  - Contributing to the maintenance of pupil and classroom records and the teacher's effective communication with parents
- Supporting children and their learning by:
  - Establishing fair, respectful, trusting, supportive and constructive relationships with them
  - Safeguarding and promoting their welfare through all possible means, including the provision of a safe, secure and trusting environment
  - Having high developmental and behavioural expectations of all children and a commitment to help them achieve their full potential, giving them constructive feedback as appropriate
  - Motivating and encouraging them to develop their own ideas and creativity and promoting their creativity
  - Promoting their self-esteem, independence, positive values, behaviours and attitudes
  - Monitoring and assessing their progress and taking appropriate action

Additional duties and responsibilities we expect all of our employees to meet include:

- Understanding and living out the HHS ethos of “love, care and an excellent education” and its implications for day-to-day interactions with children and adults
- Getting along well with others on the team and demonstrating strong commitment to team culture, always placing overall team success above self
- Taking an active role in developing your own professional skills and expertise and helping the development of others
- Participating in appraisal reviews of yourself and others
- Participating in meetings and school events
- Contributing to the development, image and wellbeing of the whole school
- Interest in and availability for working during our holiday provision weeks for on-roll Kindergarten and Pre-Reception children

## Person specification

While we can imagine a range of applicant profiles, our ideal candidates will:

- Hold a Level 2 or 3 Early Years qualification or at least be willing to work towards such a qualification
- Have some knowledge of the EYFS and preferably some hands-on experience in working within this age range, including as a key person
- Share our commitment to excellence, high standards and expectations as well as our belief that love and care are prerequisites for a top-quality education
- Love working with young children and be able to find ways to engage their imagination and enthusiasm for learning
- Be fully committed to safeguarding and promoting the welfare and safety of children
- Have drive, energy and enthusiasm
- Be flexible, adaptive, innovative and creative
- Command a strong presence and have a positive outlook on life with a good sense of humour
- Be a constructive team player who will successfully work with fellow staff members
- Have excellent interpersonal skills with adults and children
- Be organised and efficient

## Safeguarding and child protection

- Herne Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share that commitment. The School's safeguarding policy is available on our website.
- Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- The School will perform all required pre-employment checks on successful candidates, including with the Disclosure and Barring Service (DBS) and, where appropriate, a check of the Barred List maintained by the DBS. Any offer of employment will be conditional on obtaining satisfactory results for all checks.
- It is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

## How to apply

Please download the application form from our website or other recruiting websites. Once completed, email it to [enquiries@hernehillschool.co.uk](mailto:enquiries@hernehillschool.co.uk), addressed to Ms Carla Diego, SENDCo and DSL.

The application submission deadline is end of Monday 9 November 2026.

**We are looking forward to hearing from you!**

We have a unique opportunity for a loving, caring, enthusiastic and happy Learning Support Assistant to join our amazing team in our uniquely friendly and supportive environment.

The position is to support, on a one-on-one basis, a lovely reception child with an EHCP through to the end of this academic year as maternity cover. Targets include supporting the child to manage their expectations and transitions throughout the day, breaking down tasks into small manageable steps using visual references, modelling how to use an Augmentative and Alternative Communication device to communicate and encouraging them to do the same, as well as using Makaton. There is also a requirement to run interventions one-to-one and support them with external practitioners, such as speech and language, and physio.

As an integral member of the class' teaching team, the role also requires supporting the class teacher and the other children in delivering our bespoke, fun curriculum.

Applicants should have experience of working with young children who have SEND, adapting and differentiating the curriculum to their needs and style.

The start date is somewhat flexible, however, in order to allow for a smooth transition period, we are particularly keen to hear from candidates who are available to commence at the beginning of December 2026. Whilst this particular role is for a fixed term maternity cover, other vacancies may open up past the end of this academic year. The probation period is six months.

Applicants should view the job description and person specification on our website, download our application form and email it to Ms Carla Diego, SENDCo and DSL. We look forward to hearing from you!