Royal Russell

Junior School
Teaching Assistant (Early Years)

To start January 2027 (fixed term, two terms)



The Junior School

I am delighted that you are considering joining the Royal Russell community. Royal Russell is different by design. We are a family school which means we value the things which make each of us distinctively brilliant. Our commitment to each other is to help every member of our community strive for their vision of success. Our happy, vibrant and ambitious community provides our families with an exceptional educational experience; with the pupil right at the heart.

We are a community that values the holistic development of the whole child. Our rigorous teaching and learning provides challenge for all pupils, stimulating their curiosity and academic development. Our specialist teaching that runs across the Junior School ensures that our educational offering is broad, deep and authentic. Children excel in the core academic subjects of English, Maths and Science. They enjoy a rich and broad range of learning in the arts, sciences, physical education and learning beyond the classroom.

We are proud of the success that we have in supporting our young people's wellbeing and nurturing their emotional development. Partnership with our families is key and we build on our excellent relationships with parents by welcoming them into school to be active participants in their children's journey. We are delighted to offer an inspirational range of character developing co-curricular activities and we encourage colleagues to be involved in celebrating their interests and passions.

We have a strong commitment to providing high quality training and development for all staff and being proactive in our drive to support the wellbeing of our entire community.

I am proud to lead such a successful and well-regarded School and to work with an amazing team of teaching and support staff. I look forward to receiving and reading your application with great interest.

John Evans
Junior School Headmaster





Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme.

Royal Russell is proud to have achieved the highest grade of ‘excellent’ in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.





Teaching Assistant - Early Years

This is an excellent opportunity for an outstanding and enthusiastic TA with excellent classroom skills and the dedication and enthusiasm to be part of a high achieving school to join our fabulous staff team and wonderful children in an inspiring school environment. You will have experience in working with primary age children in an educational setting and preferably experience of supporting Early Years pupils aged 3 to 5 years.

We are a friendly, warm and nurturing school and we are committed to doing the very best for our pupils. You will become a central part of our diverse, enthusiastic and energetic family. The strength of community at Royal Russell is paramount to the success of every individual and we strongly believe that we learn and achieve together.

Working hours: 37.5 per week, term time only (36 weeks)

Salary: £25,617 per annum

Applications will be considered on receipt and should arrive no later than 9.00 am on **Wednesday, 25th November**. Interviews will be held at the school on **during w/c 30th November**.

If you have not heard from us by **30th November** you should presume that you have not been successful on this occasion.



Key Responsibilities

Reports to: Class Teacher and Phase Leader as appropriate

Working Time: 37.5 hours per week, term time only

Purpose of Job:
To support the pupils and teachers in all aspects of learning and teaching.

Main Duties and responsibilities:

- Plan, prepare, and deliver age-appropriate learning activities that align with the EYFS framework as directed by the class teacher and Head of Early Years
- To foster individual children's curiosity, creativity, and independence through engaging and inclusive play-based activities
- To monitor, observe, and assess children's development; planning interactions in the moment and over time that move learning forward
- To work collaboratively with colleagues to create a positive and supportive team environment
- To develop strong partnerships with parents and carers by providing updates on children's progress and well-being
- To assist with the creative organisation and resourcing of the classroom in response to the children's needs and as directed by the class teachers
- To participate in staff meetings and development opportunities to enhance skills and knowledge
- To assist the class teachers in the pastoral care of the children, to treat minor illnesses and injuries, and to liaise with the Health and Wellbeing Centre staff in all other cases of illness.
- To perform supervisory duties during lunch and break times in accordance with prepared rotas
- To maintain complete confidentiality on all matters pertaining to school policy, staff or pupils
- To share responsibility with all colleagues to maintain a safe, orderly and tidy school
- To share responsibility with all colleagues for the maintenance of good discipline in accordance with school policies, custom and practice
- To ensure that you are familiar with all school polices and procedures



Key Responsibilities cont'd

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures and Staff Code of Conduct at all times.
- Display correct staff identification at all times whilst on site.
- Attend appropriate training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- Attend Royal Russell Day and Open Day as required.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.





Campus Map

Our 110-acre campus contains incredible facilities for learning.

Main Facilities

1. Car Park
2. Reception / Headmaster's Study
3. Junior School
4. Early Years Centre
5. Performing Arts Centre / Auditorium
6. Dining Hall / Café
7. Chapel
8. Great Hall
9. Chapel Quad
10. Lime Tree Quad
11. Aston Webb Building
12. Library / Sixth Form Study Centre
13. Health & Wellbeing Centre
14. Science Block

Sports Facilities

15. Swimming Pool
16. Sports Hall
17. Top Pitch
18. The Paddock
19. Netball Courts
20. North Pitch
21. Astroturf Pitch
22. MUGA (Multi-Use Games Area)
23. West Pitch
24. Pavilion

Boarding / Houses

25. Buchanan / Reade
26. Cambridge
27. Hollenden
28. Keable
29. Latessa
30. Madden
31. Oxford
32. Queen's
33. St Andrew's



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www.royalrussell.co.uk

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