



Lingfield  
COLLEGE

Lingfield College is a vibrant and successful 0–18 school, known for its warm community, excellent pastoral care and inspiring academic outcomes.

## Recruitment Pack

### Higher Level Teaching Assistant

To Start September 2026

Closing date 3rd June 2026

*Inspiring Exciting Futures*



## Life at Lingfield

Lingfield College is a thriving independent day school for pupils aged 0–18, set on a green and spacious campus in the heart of Surrey.

As an all-through school, we offer a warm and welcoming environment where pupils grow with confidence from Nursery to Sixth Form.

We are proud of our grounded and friendly atmosphere - something visitors notice immediately. With around 900 pupils and 250 staff, our community is large enough to offer breadth and opportunity, yet small enough that every individual is known and valued.

At Lingfield, we believe education should develop the whole child. We encourage curiosity, confidence, kindness and ambition, supporting pupils to achieve their best academically while also nurturing their creativity, character and wellbeing.

All staff, both teaching and support, form part of a qualified and experienced team, united in a common goal: to inspire exciting futures for every Lingfield pupil.



Further information is available on the School's website  
[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)

See also the Muddy Stiletto's Schools Review  
[Click here for our review](#)

## Hello & Welcome

Welcome to Lingfield College, and thank you for your interest in joining our community. Lingfield is a vibrant, welcoming and forward-looking school where every colleague plays a meaningful role in our continued success and in the lives of our pupils.

Ours is a culture built on respect, collaboration and kindness. Staff work closely with one another, and with our pupils, to create an environment that is both ambitious and supportive. We equip our colleagues with the tools, training, and professional development needed to flourish in their roles, and we continue to invest in our facilities and digital strategy to enhance the experience for both staff and pupils.

Working at Lingfield is rewarding, purposeful and rooted in genuine community. Our 40-acre campus is set in the Surrey countryside, yet benefits from excellent transport links, with Lingfield station only a short walk away.

**Jacky Shackel**  
 Head of Prep School



# Higher Level Teaching Assistant

## Location:

Prep School

## Contract:

Part-time post on a term time only contract working Tuesday, Thursday and Friday 8.25am - 5.00pm, Wednesdays 8.00am - 5.00pm

## Salary:

Competitive

## Closing Date:

9am on Wednesday 3rd June 2026

## Benefits of working at Lingfield Prep:

- Well-resourced and modern facilities
- Access to training and professional development opportunities
- Friendly and supportive work environment
- Involvement in staff events and wellbeing activities
- Paid breaks and free lunch provided
- On-site parking
- Access to gym facilities
- NEST pension scheme

## Role Overview

The Higher Level Teaching Assistant (HLTA) supports high-quality teaching and learning across the Prep School, including Nursery on occasion, taking responsibility for leading lessons, supporting pupil progress, and contributing to the academic, pastoral and co-curricular life of the school. The HLTA plays a key role in maintaining the high standards expected within an Independent school environment.

## The Department

At Lingfield College Prep, children are academically challenged through an innovative curriculum delivered by dedicated and engaging class teachers and subject specialists in Languages, Music, Sports and Creative Arts. Bright, modern, spacious classrooms provide a stimulating environment that maximises learning. Furthermore, pupils have access to a dedicated Computer suites, Science lab, Art and drama studios. On extensive and beautiful grounds in the Surrey countryside, pupils have the space to be themselves, and they make full use of our orchards, playing fields and wildlife areas.

The learning here extends far beyond the classroom, with our subjects brought to life by trips and excursions, a wide range of sporting opportunities and a thriving co-curricular programme and house system.



*As a new member of staff, I've felt welcomed and supported from day one. There's a sense of teamwork with shared high expectations for every child and a collective commitment to doing our best. The free healthy lunches, wellbeing support and free parking are added benefits but it's the positive, driven team culture that really makes this a great place to work.*



Kate,  
Deputy Head of Nursery

# Role Description

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Here is an overview of the responsibilities and how they will be involved in the day to day running of the School

## Teaching and Learning

- Plan, prepare and deliver learning activities for individuals, small groups or whole classes under an agreed framework.
- Lead whole-class teaching in the absence of a teacher, ensuring continuity of learning.
- Support the delivery of a broad and balanced curriculum, with particular involvement in core subjects.
- Adapt learning activities to meet the needs of all pupils, including those with SEND, EAL and high ability.
- Use assessment information to support pupil progress and attainment.
- Deliver targeted small group interventions, supporting pupils in developing literacy and numeracy skills through programmes such as Mathletics and Nessy.

## Assessment and Progress

- Monitor, assess and record pupil progress against learning objectives.
- Provide feedback to pupils to support their development and confidence.
- Contribute to reports, parents meetings, and discussions regarding pupil progress where required.
- Support the implementation of Individual Education Plans (IEPs) or learning support strategies.

## Classroom Support and Environment

- Create a stimulating, safe and inclusive learning environment.
- Support behaviour management in line with the school's policies and ethos.
- Support small groups of children with Maths and English in Booster Groups.
- Undertake marking eg. spelling tests, tables tests and written work.
- Promote positive relationships, excellent behaviour and a strong work ethic.

## Pastoral Care

- Contribute to the pastoral care of pupils, supporting their wellbeing and personal development.
- Act as a role model for pupils in both academic and social contexts.
- Support safeguarding and child protection procedures at all times.



## Wider School Contribution

- Participate in staff meetings, training, and professional development.
- Support extracurricular activities such as clubs, trips, sports, or school events.
- Contribute to the wider life and community of the Prep School
- Lead at Study Club

## Other Duties

- Undertake administrative and organisational tasks as required.
- Support colleagues and work collaboratively as part of a team.
- Promote values, ethos, and reputation of the school.
- Undertake First Aid training.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.



# Person Specification

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It is expected that the successful applicant will have and can demonstrate the following.

## Qualifications

- HLTA status or equivalent qualifications/experience
- GCSE (or equivalent) in English and Mathematics (Grade 4/C or above)

## Experience

- Experience supporting teaching and learning within a Primary or Prep School setting.
- Experience of working with children across a range of abilities.
- Experience of delivering lessons or leading groups.

## Knowledge and Skills

- Strong understanding of the Primary / Prep curriculum.
- Ability to plan and deliver engaging and differentiated lessons.
- Good understanding of assessment and pupil progress tracking.
- Effective behaviour management skills

## Personal Attributes

- Enthusiastic, flexible and proactive approach
- Commitment to high standards of teaching and learning
- Strong organisational skills and attention to detail
- Professional, reliable and adaptable
- Commitment to safeguarding and promoting the welfare of children



# Let's Work Together



Hello, I am Cathryn, Head of HR. Please feel free to get in contact with the HR team if you need any support with any part of the application process.

Cathryn Marsden, Head of HR



Explore all our current vacancies at:

<https://www.lingfieldcollege.co.uk/i/work-with-us>

If you're considering joining Lingfield College, we're already delighted.

Ours is a community built on warmth, ambition and genuine collaboration — a place where people feel valued and where the work you do has real purpose.

If you're looking for a role that challenges you, supports you and allows you to make a meaningful impact, you may well find your next step here.



## How to Apply

- Please complete and submit the online application form available on our website. Applications are submitted through our online system.
- If you would like an informal discussion about the role our HR Team will be happy to help. [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)
- Please also complete the Equal Opportunities Monitoring form, which will be separated from your application on receipt.
- We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.



## Further Information

To see more information regarding our recruitment and applicant policies. Please head to our website or scan the following QR code:



Any queries to:  
[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

Lingfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We are equally committed to equality, diversity and inclusion. We welcome applications from all suitably qualified candidates and provide a supportive working environment where every individual is treated with fairness, respect and value.



Lingfield College provides a generous package of benefits to support, reward and care for our staff. These are just a few of the advantages of being part of our community.



### Location

Easy access from Surrey, Sussex and Kent, with good transport links.



### Free Lunches

Hot meals with veggie options, plus salads and soup. Tea, coffee and subsidised breakfast items provided.



### Health Plan

Complimentary Level 1 Medicash Health Plan, with the optional upgrades available.



### Pension Scheme

Employer contribution scheme.



### Parking

Free car parking is available.



### Fee Remission

Reduced term fees for staff with a child at the school.



### Development

Strong commitment to CPD, coaching and career progression.



### Sports Facilities Access

Free access to our fully equipped on-site gym



### Social & Wellbeing

Exclusive staff social events from crafts, yoga, Theatre trips and more



### EV Car & Bike Scheme

Cycle to Work and Electric Vehicle schemes.



### Employee Assistance Programme

Confidential support accessible when staff need it most.



### Staff Rewards

Access thousands of discounts and perks through the Reward Me Now app.



## Directions at a Glance

### Arriving via M25

- Exit at Junction 6 → A22 south towards East Grinstead / Lingfield Racecourse.
- At Blindley Heath, turn onto B2029 towards Lingfield
- Continue through Lingfield; at both mini roundabouts, take the first exit.
- Prep School: Continue past the main entrance to the Racecourse; the Prep School entrance is on your left.
- Senior School: Continue under the railway bridge, then left into St Piers Lane.

### Arriving from Edenbridge

- Take the B2028 towards Lingfield.
- Senior School: Turn right into St Piers Lane, before the railway bridge.
- Prep School: Continue under the bridge, then turn right into the entrance.

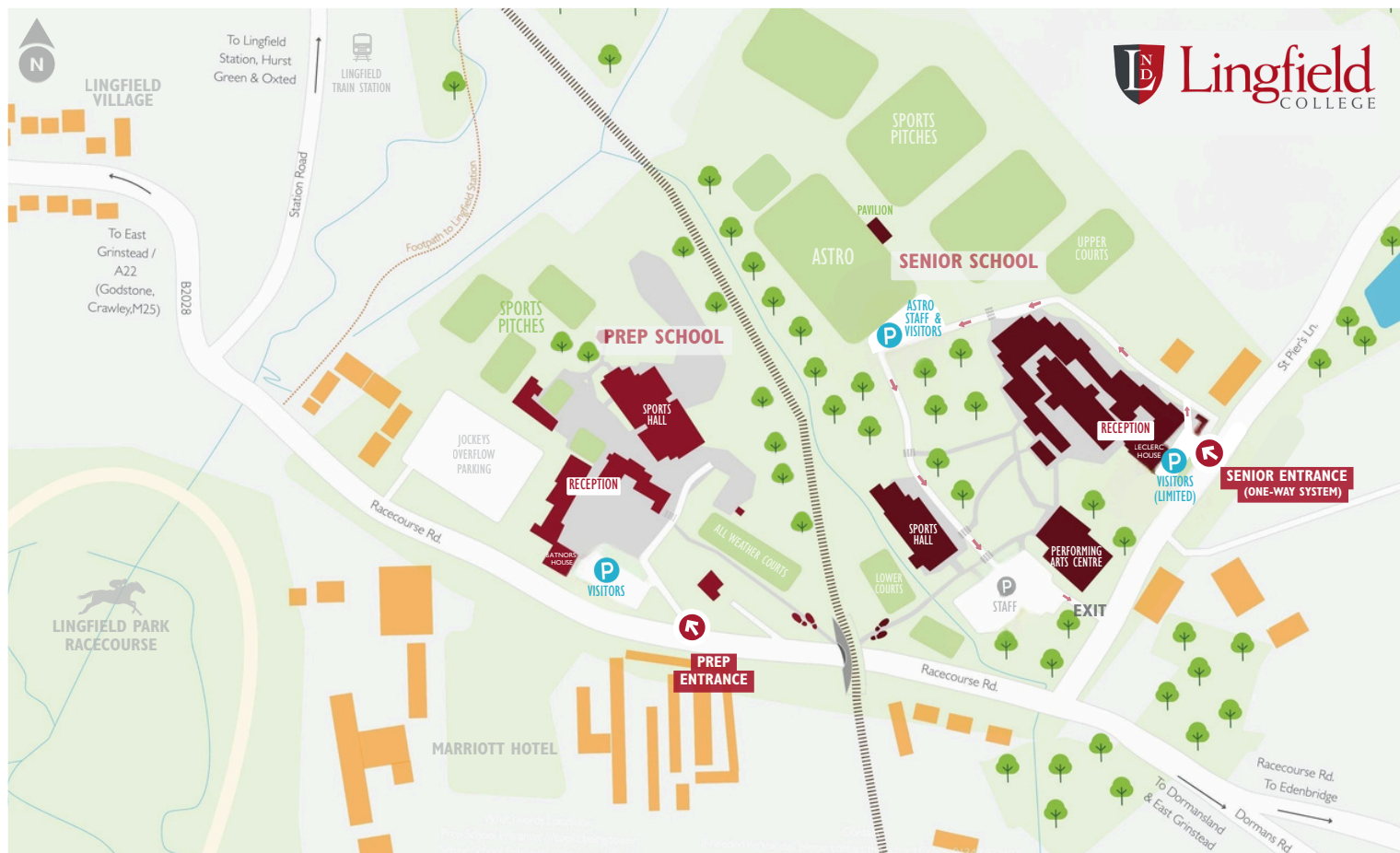
## Parking & Arrival Steps

### Prep School

- When the gates are closed, please press the call button on the left-hand side and a member of staff will open them for you.
- Park in the Visitors' car park on your left.
- Once parked, head through the archway and turn right at the wooden gates to the Prep School Office.

### Senior School

- Limited visitor parking is available in front of Le Clerc House.
- If this is full, follow the one-way system to the Astro parking.
- Report to Reception, in the main building.



#### SAT-NAV Postcodes

Prep School: RH7 6PH  
Senior School: RH7 6PN

#### What3words Locations:

Prep School Entrance: ///cooks.being.tower  
Senior School Entrance: ///rent.ca.res.dinner

#### Contact:

If needed on the day, please contact the School Office: 01342 832407

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*Working at Lingfield has been an amazing experience for me to not only develop myself professionally, but also build strong connections with colleagues across support departments and teaching*



*Inspiring*  
Exciting Futures



Prep School & Nursery  
Racecourse Road, Lingfield,  
Surrey, RH7 6PH

Senior School & Sixth Form  
St. Pier's Lane, Lingfield,  
Surrey, RH7 6PN

Telephone: 01342 832407  
[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)