



# Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

One-to-One Teaching Assistant

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

# Welcome

*Thank you for your interest in working at Lingfield College Nursery & Prep.*

*As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.*

*I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.*

*We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.*

*I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.*

**We look forward to welcoming you.**

*Jacky Shackel*

Mrs Jacky Shackel, Head of Lingfield Prep



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 0–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There are a wealth of extra-curricular activities available, and students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



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*The curriculum in the Early Years and in the Prep School is enriched with experiences such as outdoor education lessons, dance and music.*

ISI Inspection 2024

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## Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



# What is it like to work here



## Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Medicaash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

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*I have found Lingfield to be a friendly and welcoming environment for both staff and students. In my roles as Pastoral Support officer and Deputy DSL, I work across many departments and with students from all year groups, meaning I quickly felt part of the lovely community feel here.*

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Staff member, 2023

# Job Description

The Role :	One-to-One Teaching Assistant
Hours of work :	Full-time (8.25am to 3.45pm Monday to Friday), term time only, fixed term for one year in the first instance with the possibility of continuing beyond August 2026.
Start Date :	September 2025

## Job Purpose

To provide one to one support for an individual pupil with Downs Syndrome within the classroom environment and to support and run interventions for the pupil in line with their individual targets.



# Responsibilities

## **One-to-one support duties:**

- To work towards individualised targets set out within the IEP, in liaison with the class teacher and SENDCO.
- To provide learning support for the pupil in class or in intervention areas.
- To develop knowledge of the particular needs of the pupil and seek advice from the SENDCO, class teacher and outside agencies as directed.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENDCO, class teacher or other outside agencies.
- To be involved in the planning and preparation of the day to day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- To regularly liaise with the Class Teacher about the pupil's progress.
- To work alongside other external professionals e.g. S&L Therapist, Occupational Health

## **General TA duties:**

- To attend class outings and visits, as needed.
- To share in the team work and life of the whole School.
- To demonstrate a commitment to the School.
- To carry out any other duties at the reasonable request of the Head of Prep School.

# Person Specification

## **The ideal candidate will:**

- Have or be working towards a Level 3 qualification in supporting teaching and learning/teaching assistant.
- Have a good general standard of education, including Maths and English at GCSE level or equivalent.
- Have experience of working within a school environment.
- Have experience with working with children with special educational needs or learning difference, in particular Downs Syndrome.
- Have knowledge of the Foundation Stage curriculum.
- Plan and prioritise tasks and work under the pressure of a busy inclusive school.
- Have an interest in the care, learning and development of children.
- Have good time keeping and punctuality.
- Have a positive attitude to change and to the importance of creating a good team atmosphere.
- Be able to demonstrate good ICT skills to enhance the job role.
- Be able to work on own initiative.
- Be enthusiastic and hardworking.
- Be friendly yet authoritative with the children.

## **Personal Qualities:**

- Patience, reliability and trustworthiness.
- Positive approach to inclusive practice, with children and colleagues.
- Excellent communication skills, with children, colleagues and parents/carers.
- Flexibility – occasionally working hours might be amended.
- Excellent organisational and record keeping skills.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.

# The Process



[Click here to make your application online.](#)

Any queries, please contact HR:



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

By email



Head of HR,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN

By post

## Closing date:

Applications should arrive no later than 9.00 am on Wednesday 23<sup>rd</sup> July 2025.

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.

*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. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

*At Lingfield College we are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates. We are committed to providing a mutually supportive working environment where every individual is treated fairly, respected and valued.*