DURSTON HOUSE

EYFS Teaching Assistant

Candidate Information Pack

Required for Immediate start

Closing date for applications:

2 November 2025

Employee Benefits

At Durston House we offer a range of benefits, which include:

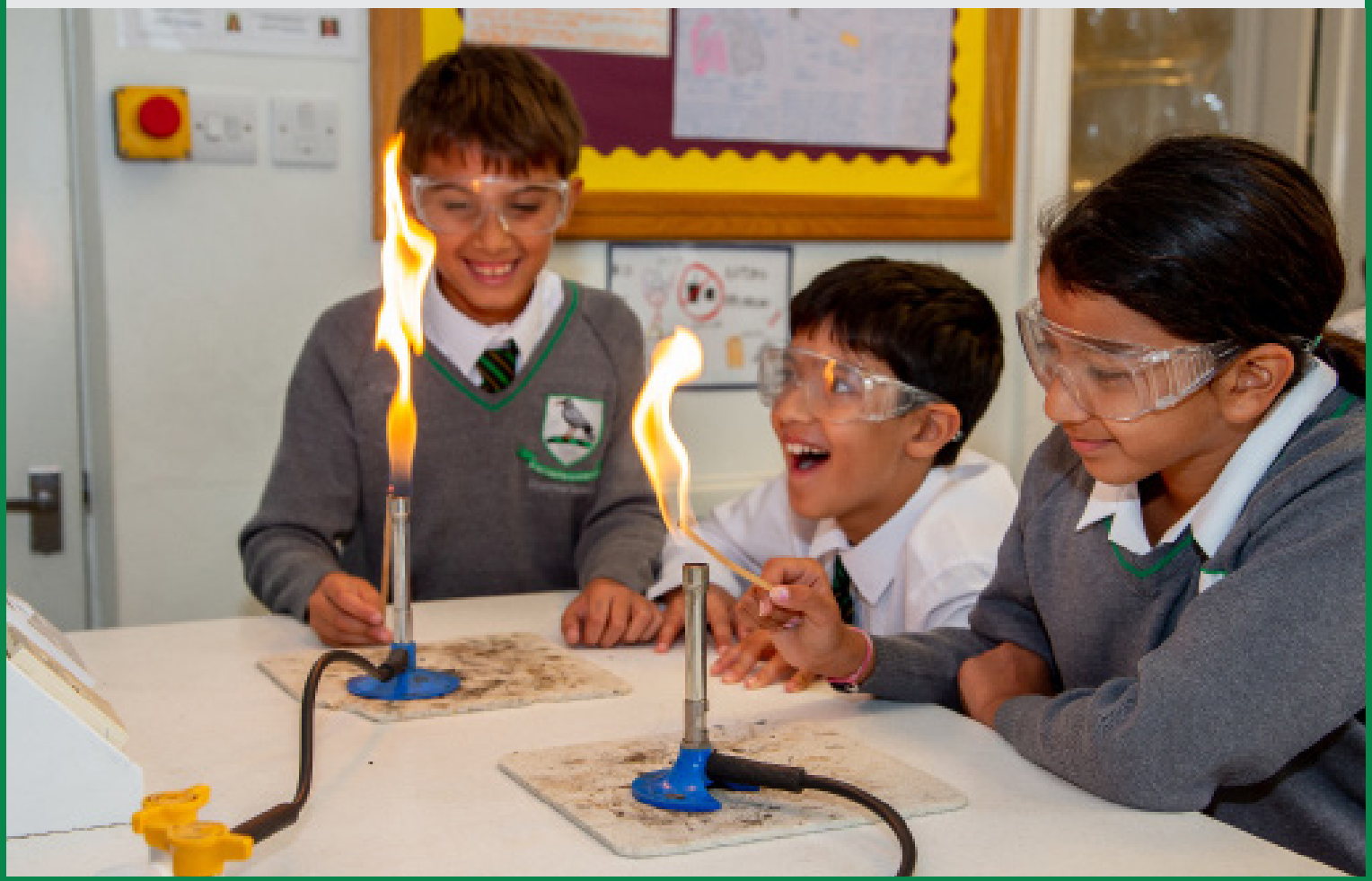
- Generous pay scales
- A contributory pension scheme
- Generous holiday entitlement
- Remission of fees for children of staff
- Free daily hot/cold lunches, tea, coffee, biscuits during term time
- Employee Assistance Program

‘Values of kindness, respect and independence shine through.”

—Good Schools Guide Review 2024

Key Facts about Durston House

- Girls & Boys aged 3 - 13
- 320 Pupils
- Located in Ealing, West London
- Day School with Breakfast Club & After-School Care Provision
- 15 pupils - Average Class Size
- 6.75 acres of Playing Fields
- Less than 10 miles from Central London
- 7 TFL bus routes across neighbouring boroughs



Welcome to Durston House School

Durston House is a leading London prep school for girls and boys aged 3 – 13, located in Ealing, West London. An education at Durston House is based upon academic rigour through excellent teaching, encouraging pupils to explore, question, take risks, and develop their creativity, communication and teamwork – all central to successful life-long learning. At Durston we have a fine record of preparing pupils for top Senior Schools in London and beyond. We take pride in the true and visible diversity of our community and embrace pupils and staff from all ethnic, cultural and religious backgrounds.

Durston House places an emphasis on high standards of work and targets that are commensurate with each pupil's personal development. We believe that it is hugely important to create an educational environment that encourages all pupils to be curious and enthusiastic about their opportunities to learn and grow. We place our pupils at the centre of everything we do, making sure that every opportunity is taken to enable each pupil to flourish.

Lessons are delivered in a range of ways, taking account of different learning styles and preferences, and the certainty that pupils should explore and experience practically, not just from a textbook. Workshops, Outings, Trips and outdoor adventures complement the classroom experience across all year groups. Throughout the school there is an After-School Activities Programme, offering a wide range of activities from yoga, chess, coding, skateboarding, photography and many more! After-School Activities at Durston House aim to inspire, enthuse and develop curiosity in pupils.

Mr Giles Entwisle, Headmaster

The School

Founded in 1886, the school has a proud and long history of achievement in partnership with parents and the local community. The school encourages pupils to be active participants in their learning and lives; to revel in success; to celebrate effort; to expect challenge; to take calculated risks and to develop independence.

Pupils thrive in an environment of support, academic challenge and high expectations. Our ability to develop exceptional people cannot be separated from our rich history.

"A school where they chant their Latin verbs, can plot countries and can hold a conversation with an adult knowing what's going on in the world", summed up by one happy mum.

—Good Schools Guide Review 2024

Durston House School employs over ninety full-time and part-time staff in both teaching and support roles. The school offers a dynamic and inspiring environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from Administration, Finance, Marketing and IT to Buildings, Grounds Maintenance and Catering.

The Role

Durston House seeks to appoint a Teaching Assistant supporting pupils across the Early Years - Reception Year.

The Teaching Assistant carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster. The Head of EYFS (Reception) , through the Class Teacher oversees the immediate day-to-day work of the Teaching Assistant. The hours of work are 8 am - 4:30 pm. It is a permanent and term-time role.

The Teaching Assistant supports and promotes the policies and procedures held on the School's intranet, including the Child Protection & Safeguarding Policy and other policies that promote the welfare and care of pupils, the School's Data Protection Policy and the Privacy Notice.

Responsibilities

Duties as a Teaching Assistant

- Support the Class Teacher in the delivery of lessons and the achievement of lesson objectives
- Support the pupils in their learning, through individual and group lesson activities
- Assist the Class Teacher in monitoring and assessing pupils
- Assist the Class Teacher in the preparation and maintenance of teaching resources
- Monitor and maintain classroom equipment, materials, and stationery
- Undertake break and supervisory duties, as designated by Senior Management
- Provide physical and emotional welfare necessary fo Pre-Prep pupils
- Attend class or year group Outings, as directed by Senior Management
- Provide First Aid as required (First Aid Training is provided)
- Prepare First Aid equipment and materials for use in school and on Outings
- Cover absent colleagues, as directed by Senior Management
- Assist with Games

Other General School Duties

- Accept responsibility for the welfare and care of all pupils at the school, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend major school events, such as the Carol Service and School Concert, outside normal school hours
- Attend all Staff Study Days, according to Term Dates for Staff and Meetings Schedule

Person Specification

Qualifications

- Strong academic record including Maths and English GCSE grade C (or equivalent) or better
- NVQ/Level 3 qualification in Childcare is essential

Knowledge and Experience

- Experience of working within an an Early Years environment
- Knowledge and understanding of the EYFS framework and how pupils learn
- Experience of setting up and managing groups of pupils during focused learning activities
- Experience of managing children's behavior within an agreed system
- Excellent literacy knowledge and skills

Personal Attributes

- Passionate about children's learning
- Dedicated to safeguarding and promoting the welfare of children
- Enthusiastic
- Hardworking, flexible and motivated
- Team player and excellent interpersonal skills
- Good verbal communication skills including ability to communicate effectively with carers and parents
- Ability to take initiative
- Ability to adapt to the varied tasks of school life
- Confidentiality and sensitivity
- ICT skills

How to Apply

Durston House will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

1. If you would like to apply for this role, please download the support staff application form from the School Website.

2. Your application form should be completed and returned to recruitment@durstonhouse.org by Sunday 2 November 2025.

We reserve the right to appoint before the closing date for an exceptional candidate.

Safeguarding Statement

Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service. We may carry out online searches on shortlisted candidates as part of our due diligence checks. This will include publicly available information on social media and other online platforms.

Equality, Diversity and Inclusion Statement

Durston House School is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.

Durston House

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E: recruitment@durstonhouse.org

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