



Prince's Gardens  
PREPARATORY SCHOOL

Prepared. For  
everything.

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**Candidate Brief: Teaching Assistant**

# Contents

School ethos and principles	3
Exceptional spaces	4
Welcome to Cognita Schools	6
Role profile	8
Overview of employee benefits	9
How to apply	9

**"We will encourage each child to be an enthusiastic learner, to develop their curiosity and to be ambitious."**

**Mrs Alison Melrose, Headmistress**

A handwritten signature in black ink that reads "Alison Melrose". The signature is written in a cursive style with a large initial 'A'.

# School ethos and principles

## Prepared. For everything.

A Prince's Gardens education is about much more than just academics. Equally important is equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and succeed in a fast-changing world. We do not know what the future holds so we must prepare our children to be adaptable to change.

Our education extends far beyond the classroom, including residential trips, excursions and activities which broaden the educational experience for all children.

At Prince's Gardens the emphasis is on nurturing every child's natural love of learning and developing skills to reflect upon and deepen their own education, we firmly believe in building self-belief and empowering each child to succeed.

The rich and exciting curriculum instils high standards using the wealth of local resources to inspire a love for learning. including our two-acre garden, Hyde Park and the local museums, a short walk away. Excellent, motivating teaching is designed to encourage pupils to become reflective learners and skilful, confident communicators. A dynamic and varied programme of extra-curricular activities enables each child to develop the skills they need to step out confidently in every situation.

The Cognita education of excellent academics, character and nurturing a global perspective is key to Prince's Gardens.

Resilience is something that can be nurtured in all children to be braver, more curious and able to extend their own goals and reach into the world. Children learn how to use digital technology across the curriculum with 1:1 iPads integrated from Y3 upwards. Our connected classrooms build relationships with pupils in Cognita schools around the world.

Connecting and collaborating with peers across the Cognita family of schools enriches our children's learning and builds their global perspective to develop an appreciation of diversity and the need to work together to contribute to our local and global communities and a desire to really make a difference in the future.

We have a responsibility to empower our children to understand what wellbeing is and how to maintain it. including the importance of physical activity and exercise. Prince's Gardens is a school for families who have made London their home with a strong emphasis on building close partnerships with parents and the wider community.

### SAFEGUARDING OUR STUDENTS

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

# Exceptional spaces

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The Nursery classrooms at Prince's Gardens Preparatory School are full of light and space to provide an environment which feels like a home from home. To support independent learning, the children have access to wide ranges of materials and activities designed to stimulate their imagination and foster independence and creativity.

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The Maker Space is a learning environment that contains tools and components, allowing children to enter with an idea and leave with a complete project. The goal is to work together to learn, collaborate, and share. Most importantly, Maker Spaces allow us to explore, create new things, or improve things that already exist. There is an emphasis on hands-on discovery and collaboration in a world that has become increasingly automated.

# Exceptional spaces



Prince's Gardens Preparatory School has two multi-purpose science laboratories, which can accommodate a wide range of practical lessons across all science disciplines. Quick and easy access to science resources and equipment is central to improving and expanding children's understanding of scientific principles and nurturing a love of science.



Music lessons should be about making music! Prince's Gardens pupils will be introduced to a wide repertoire of vocal pieces and an exciting range of instruments in their class music lessons. From learning the violin in Years 1 and 2, children transition to the recorder in Years 3 and 4. In Years 5 and 6 boys and girls will try traditional wind and brass instruments, alongside learning about contemporary rock and pop music styles.

# COGNITA

An inspiring world of education

# Our global family

**What kind of education genuinely prepares young people for the future? How can schools ensure their pupils are well-equipped to navigate the unknown paths ahead?**

Prince's Gardens Preparatory School is part of Cognita, an extraordinary network of diverse yet connected schools, spanning eight different countries. We share one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed.

Together, we provide a uniquely global education that goes beyond grades to develop the skills young people need in order to embrace the opportunities - and challenges - they will face beyond school. Qualities like resilience and a global mindset, cultural awareness and collaboration - these, alongside strong academics, are at the heart of a Cognita education.



As a global family, we connect with each other to share expertise, insights and best practice across the world to help us develop rich learning environments in every school.

**"A uniquely global education that goes beyond grades to develop all-round academic excellence"**

When your classroom is the world, thinking big comes naturally. Our 70+ schools in Europe, Latin America and Asia equip young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world.



# Role profile: Teaching Assistant

## PURPOSE

The postholder will be responsible for supporting children in with their learning under the direction and guidance of Class Teachers and the Phase Leader and to provide for the social, educational and welfare needs within the school.

## KEY ACCOUNTABILITIES

- To support and uphold the school's vision and values
- To help children of all abilities to learn as effectively and independently as possible, both individually and in small groups
- To run a range of interventions to support individuals and small groups
- To prepare materials and resources to support individuals, small groups and classroom activities
- To work with children on individual targets
- To support children's emotional development and resilience when approaching learning tasks
- To support children's behaviour in line with the school's vision, values and positive behaviour policy
- To assist with children at the beginning and end of the day and in the playground as required
- To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
- To implement and promote the schools equal opportunities policies at all times and to value diversity
- To support the school's wide range of extra - curricular activities
- To make ongoing observations and assessments of children's progress using Tapestry and contribute to children's reports and parent meetings where appropriate
- To attend relevant in-service and external training as and when required
- To administer first aid or carry out simple medical procedures in line with LA guidelines
- To attend and contribute to all school meetings as directed by the Headteacher
- To develop activities to promote social interactions between pupils during break times
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

## SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/ colleague wellbeing
- To ensure any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## PERSON SPECIFICATION

### Essential

### Desirable

#### Qualifications

- NVQ Level 3 or equivalent relating to Early Years
- GCSE or equivalent in English and Maths
- Safeguarding Training
- First Aid training

#### Skills

- Excellent verbal and written communication skills.
- Excellent pupil management skills
- Ability to break concepts down and deliver them to support teaching and learning
- Plan, prepare and deliver outstanding learning opportunities to provide students with the opportunity to achieve.
- Knowledge and understanding of current framework for teaching and assessment.
- Evidence of good classroom practice
- A commitment to the safeguarding and protection of children
- Hardworking, organized, creative and a team player

#### Key Stakeholders:

Internal - Senior Leadership team  
Operations Team  
Cognita staff (HR, Finance, H&S and Transport)  
Teaching staff

External - Contractors  
Parents  
H&S Inspectors  
Compliance Inspectors

Signed: ..... Name (print): .....

Date: .....

# Overview of employee benefits

Prince's Gardens aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Cycle-to-work scheme
- Eye tests
- Teachers' Pension Scheme
- School fees discount (conditions apply)
- My Staff Shop
- Cognita Care and Wellbeing
- Staff tea/coffee
- Secure cycle storage
- Weekly staff breakfast
- Lunch provided daily (term time only)

## How to apply

We are delighted that you are interested in joining Prince's Gardens. We welcome applications from qualified, experienced teaching assistants who are looking for a vibrant, challenging and rewarding teaching experience.

Candidates are evaluated in four key areas:

- High quality practice
- Contribution to teaching and learning.
- Relationships with pupils, staff and parents
- Contribution to the wider school

To apply, please do the following:

- Visit [www.princesgardensprep.co.uk](http://www.princesgardensprep.co.uk)
- Download and complete the application form
- Email the application form plus a covering letter to [careers@princesgardensprep.co.uk](mailto:careers@princesgardensprep.co.uk)
- Please note: CVs are not acceptable for this role

# Careers at Prince's Gardens

For all our latest vacancies, please  
visit [www.princesgardensprep.co.uk](http://www.princesgardensprep.co.uk)

If you have any queries about a  
position, please contact us at

[careers@princesgardensprep.co.uk](mailto:careers@princesgardensprep.co.uk)

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