

2 YEAR OLDS

Teaching Assistant
Maternity Cover
Mowden Hall School



RADLEY
SCHOOLS GROUP



From the Head

May I offer an extremely warm welcome from Mowden Hall School. Every child deserves their schooldays to be magical. We want all our children to feel at home here, with time and space to grow and develop, whilst enjoying their childhood in a nurturing, caring and creative environment.

I believe that as a school, we have a responsibility to provide our pupils with as many opportunities as possible - academic, co-curricular and pastoral. Every stage of education is preparation for the next, but it is not enough to simply prepare children for the challenges that lie ahead. We need to inspire our children, to bring curiosity and excitement to every lesson, to every experience.

We are fortunate to have beautiful grounds, excellent facilities and staff who are both dedicated and talented. This collectively ensures Mowden Hall School is a very special place. We all have the same aim, which is to provide educational excellence for the children in our care. This is an extremely happy school, in which relationships are built on kindness and respect.

Our ambitions for our children are wide-ranging, but we know that the most lasting future successes will be based upon developing their confidence, and an open-minded and creative approach to life and learning.

Best wishes,
Phil Sturt





About Mowden Hall School

Text

Mowden Hall is a leading independent, co-educational boarding and day school for 230 children aged 2 to 13, nestled in the picturesque Northumberland countryside, just fifteen miles west of Newcastle. The Nest Nursery (2 year olds), Treetops Nursery (3-4 year olds) and Pre-Prep (Reception - Year 2) are located on the same site and share excellent facilities with the Prep School (Year 3-8), fostering a seamless learning environment. The Prep School embraces a strong boarding ethos, with a significant number of pupils choosing to board.

Set within 50 acres of stunning grounds, with breathtaking views across the Tyne Valley, Mowden offers a rich and holistic educational experience. We believe education extends beyond the classroom, as we encourage the development of skills and interests. While academic excellence is a cornerstone of our ethos, equal importance is placed on sport and a vibrant extracurricular programme to nurture well-rounded individuals.

Pupils from Mowden Hall transition to a diverse range of prestigious senior schools, including Oundle, Eton, Rugby, Sedbergh, Ampleforth, and top Newcastle day schools. In recent years, students have earned scholarships across

various disciplines, and since September 2007, every pupil has gained entry to their chosen senior school at 13+.

The school maintains high expectations for all its pupils and takes pride in their achievements. Rated "Excellent" across all areas in the most recent ISI Inspection, Mowden Hall continues to thrive, with enrolment increasing by over 20% in the last four years. A dynamic and stimulating curriculum, delivered by dedicated and passionate staff, ensures that pupils leave Mowden Hall exceptionally well-prepared to continue their education at the country's leading secondary schools.

At Mowden, we believe that good character creates a values-driven culture, which can help to improve attendance, behaviour, wellbeing and attitude to learning. Our six Mowden Character Values are **Kindness, Community, Resilience, Communication, Honesty** and **Independent Thinking**.

Mowden Hall is a member of Radley Schools Group, which has eight schools across England and provides exciting opportunities for staff development, financial management, and curriculum innovation.



Independent Thinking



Honesty



Community



Resilience



Kindness



Communication

The Role

An opportunity has arisen whereby we are now looking to appoint an inspiring, enthusiastic and committed Teaching Assistant to join our Pre-Prep department on a fixed term contract.

Hours of work are 8:00am to 4:00pm Monday, Tuesday and Wednesdays, from January to October 2026.

About You

We are looking to appoint an inspiring, enthusiastic and committed Teaching Assistant, qualified to a minimum of Level 3, who can work with, and support, the Pre-Prep staff at Mowden Hall to promote the highest standards of teaching and learning.





Roles and Responsibilities

Role: To work with and support the Pre-prep staff at Mowden Hall to promote the highest standards of teaching, learning and pastoral care. To help to establish a happy, positive, conscientious approach to classroom, physical education and sport activities, encourage children to be confident but courteous, and provide Form and Subject Teachers with reliable and enthusiastic but sensitive support.

Responsible to: Head of Pre-Prep

Hours of Work: Monday, Tuesday and Wednesday 8.00am to 4.00pm

Contract Type: Fixed term contract (Maternity Cover)

Salary: From £11,924 depending on qualifications and experience

Key Responsibilities:

- To assist the teachers with the children in their care. This involves carrying out requests made by the class teachers involving the education, physical welfare, moral and spiritual development of the children.
- To assist with the hearing of reading, keeping all records updated.
- To be prepared to support the classroom work, as directed by the Form Teacher, in any way including group teaching where appropriate.
- To be fully aware of and implement the School's policy on Health and Safety and Safeguarding.
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- To assist the class teacher with any assessment procedures.
- To support/cover the class teacher or subject teacher when absent.
- To participate in school lunches, ensuring children's hands are washed and helping children with table manners.

cont.

Roles and Responsibilities (Continued)

- To undertake any school duties such as lunch and break supervision, rest time, after school care duties, extra activities and clubs when required.
- To attend departmental staff meetings and other staff meetings as required.
- To undertake INSET courses as necessary for professional development.
- To return to school prior to the beginning of the start of term in order to attend staff meetings, departmental meetings, training and to fully organise work for the term.
- To uphold the aims of the school and to ensure you act as an appropriate role model, representing the values of the school.
- To be flexible and responsive to changes and development and to work positively with the Head and Senior Leadership Team in their implementation.
- This job description may be altered, amended or added to at any time in accordance with the needs of the school and the reasonable request of the Head.





Salary and Benefits

The salary will be on the RSG pay scale and related to experience and qualifications. You will automatically be enrolled in the Aviva Pension Scheme for Independent Schools.

Other benefits include an employee assist programme, free food whilst working and free parking. All permanent staff are entitled to a 50% discount on School Fees (subject to terms and conditions).

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Recruitment Checks

Mowden Hall requires all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. References will be taken up before interview for any shortlisted candidate in line with KCSIE guidelines.

All appointments are made in accordance with our Equality Policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Person Specification Teaching Assistant

The successful candidate will fit the following profile:

- Professional experience of working with primary aged pupils, preferably those in EYFS/KS1
- Commitment to the personal and educational development of pupils and to an ethos of respect and kindness
- Enthusiasm for education
- Minimum Level 3 qualification (Early Years Educator or Supporting Teaching and Learning, or equivalent)
- High levels of communication skills in English, both written and spoken, to enable effective communication with pupils, colleagues and parents
- Calm and empathetic, especially at times of pressure
- Self-motivation and high levels of organisational and self-management skills.
- Commitment to personal professional development, and therefore a willingness to develop own skills.
- Ability to work cooperatively within a team.
- Proven ability to develop effective professional relationships with pupils, colleagues and parents.
- Commitment to the personal development of pupils.
- Maintains and respects confidentiality

Shortlisted applicants are advised that references may be taken up prior to interview.





Application Process

To apply, please complete the [Mowden Hall Application Form](#), together with a letter outlining your reasons for applying, by 5pm on Monday, 8 December 2025.

Interviews will take place w/c 15th December 2025.

For an initial discussion regarding the role, please contact Mrs Kirsten Knight, Head of Pre-Prep, on 01661 842147 or email: knight@mowdenhall.org.uk.

Please apply early; we reserve the right to close applications when we reach a sufficient level and quantity of candidates.

No agencies please.

Mowden Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Prep Schools Trust, enhanced Disclosure and Barring Service Check; proof of right to live/work in the UK, and evidence of stated qualifications.

Mowden Hall believes in diversity and inclusion and would like to create a workforce as diverse as our pupils. We would welcome applications from those in ethnic minority groups who are currently underrepresented.