Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Classroom Assistant (Prep School)

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the School

Ibstock Place School is an independent co-educational day school affiliated to HMC, the Head's Conference and to IAPS, the Independent Association of Prep Schools . We occupy a beautiful and well-appointed ten-acre site on the edge of Richmond Park in South-West London.



Established in 1894, we have championed the merits of co-education since our foundation. The School was originally created to showcase the ideas of a progressive German educationalist, Friedrich Froebel and, early on, it specialised in Early Years education. Indeed, it was Froebel who coined the term Kindergarten. While EYFS provision remains an important part of our provision, we have grown considerably since 1894 and we now provide an integrated pathway for our pupils all of the way from 4 to 18 years. We are heavily oversubscribed, and we currently educate around 1100 young people. We have major points of entry at 4+, 7+, 11+ and 16+ and a thriving Sixth Form of around 200 pupils. Our catchment area is steadily growing and our pupils join us from a wide range of both maintained and independent schools.



Academically, the School is strong and we routinely appear in the upper reaches of newspaper league tables, both for GCSE and A Level outcomes. About 80% of our pupils move on every year to Russell Group universities, including Oxford and Cambridge. There is also growing interest in higher education pathways outside of the UK, including those in North America.

Our curriculum is broad and balanced. We seek a unique synthesis of learning which combines the best traditions of a liberal and humane education with an outlook which is forward-looking and dynamic. We have invested heavily in new technology in recent years and we seek to be at the forefront of educational change.



About the School

We recognise that AI will re-shape the landscape of schools in the decades to come and we are taking steps to ensure that we are well-placed to benefit from it. We understand too the importance of a strong co-curricular offer – from our inception, we have been convinced of the virtues of a "whole education". Our pupils can access over 140 different clubs and activities and we have exemplary provision in sport, music, drama, dance and debating. In the Senior School, the Duke of Edinburgh Award Scheme is notable for its strength and quality of provision. We expect all teaching staff to make a meaningful contribution to it.

Our pastoral system is exceptionally well-developed and responsive to the individual needs of our pupils. The work of our pastoral teams is supplemented with a class-leading pupil counselling service which we run in collaboration with The Soke, a specialist mental health and wellbeing provider based in South Kensington.



We are committed to the integration of pupil voice in the life of the School and our prevailing organisational culture prioritises the importance of listening, just as it does the celebration of our diversity and the affirmation of our pupils' achievements. The same extends to our other stakeholders – our parents and, of course, our staff.



As a charity, we work hard to ensure public benefit. In addition to a generous and expanding programme of bursaries to support pupils for whom an independent school education would ordinarily be out of reach, we sustain a burgeoning partnership programme with many local state schools and community organisations. In addition to the frequent sharing of our facilities, we undertake a wide variety of projects across all aspects of our operation which ensure that in Roehampton and beyond, we are a force for good. For more details of our work, see www.schoolstogether.org and search for Ibstock Place.

We are ambitious for our future. We have grown considerably in recent years – in size most certainly, but also in terms of our profile and our achievement. Our ambition is to build yet further upon this recent success and to become the leading co-educational independent day school in London.

About the Role



We are seeking to appoint a Classroom Assistant in Pre-Prep who will be responsible to the Head of the Pre-Prep School and Head of Prep School, through the Class Teacher.

Classroom Assistants work under the direction of the class teacher and play a valuable role, supporting and caring for the children. It is important for assistants to be sensitive to the needs of the class teacher, to react with initiative as appropriate, and to support those with difficulties in the classroom. All members of staff in the Pre-Prep and Prep School consider themselves as members of a team and help and support each other.

This is a permanent, term-time only role, Monday to Friday, 7.30am to 4.30pm (30 min unpaid lunch break), with a six months probationary period.

Start date on **4 January, 2027 or as soon as possible**.

Salary £24,871 per annum.

Deadline for applications - 29 November 2026.

About the Role

We are looking to recruit a person who

- Is an effective communicator
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the school
- Promotes the vision and aims of the school
- To participate in any other duty rotas as required and help to supervise children during periods of inclement weather
- To supervise the Homework Club, as required
- To participate fully in School life and activities in the widest possible sense
- Classroom assistants should be trained sufficiently for the work they are required to do, especially in the area of phonics and reading



- To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact
- To help the Classroom Teacher in all aspects of running the class as directed by the Teacher; at all times the Classroom Teacher will take overall responsibility for planning the curriculum
- To help plan, devise and prepare for specified activities as directed by the Classroom Teacher, following discussions with him /her
- To prepare materials etc. for use with groups of children, under the direction of the Classroom Teacher
- To take an active part in supervising children in the classroom and being alert and responsive to situations as they arise, e.g. disciplinary or safety matters To supervise break time and/or lunchtime daily in line with the staff rota

Responsibilities



The key quality of a Classroom Assistant is flexibility. Assistants are attached to a class or a year group but deployed at the discretion of the Head of the Prep School.

In lessons, Classroom Assistants are expected to:

- Encourage children to concentrate
- Help to extend the children's learning
- Reinforce learning Interact with the teacher, as directed, to make lessons lively
- Take children out for reading Lead a guided reading session
- Support children who struggle with Mathematics to build their confidence skills
- Assist the teacher in Science and Art to ensure safety, learning and enjoyment
- Participate in arrangements made by the School for appraisal
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere

Classroom Assistants should:

- Assemble and prepare materials (e.g. cutting and sticking)
- Put up classroom displays as directed
- Photocopy (which should be done only when not required to work with children)
- Take children to and from lessons in other buildings, ensuring they behave in an orderly manner
- Undertake duties before school, at break, during lunchtime and after school
- File paperwork, as requested

Person Specification

Qualifications	
A good degree from a recognised university	Desirable
Early Years qualification (at least Level 3)	Desirable
Experience, Knowledge and Understanding	
High degree of organisational and strategic thinking skills	Essential
Excellent analytical and numerical skills whilst maintaining strong attention to detail	Essential
Displays a commitment to the protection and safeguarding of children and young people	Essential
Is flexible and resilient and able to adapt quickly to new environments and challenges	Essential
Has good inter-personal skills and can establish positive relationships with multiple stakeholders	Essential
Is reliable and trustworthy, and able to work effectively with limited supervision	Essential
Sets an example of personal integrity and professionalism	Essential
Adheres to the ethos of the School	Essential
Promotes the vision and aims of the School	Essential

Staff Benefits



Our aims and ethos

At Ibstock, we believe in nurturing kind hearts, inspiring curious minds, and guiding courageous futures.

These values shape everything we do – from how we support each pupil's personal growth to the way we create a dynamic learning environment and prepare them for life beyond school. Together, these values guide us in shaping compassionate, confident learners who are ready to embrace their future with heart, mind, and courage.

Kind Hearts

Curious Minds

Courageous Futures

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Free, high quality breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and for support staff
- Strong commitment to ongoing training/ professional development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga, use of the swimming pool (at designated times) and the Strength & Conditioning studio
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)
- Beautiful working environment near Richmond Park
- BHN Extras Scheme which provides discounts at retailers and other assorted benefits

The Application Process



How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to interview and make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see here. Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act,1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see here

Note that, in accordance with Keeping Children Safe in Education 2026 shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.

Getting to Ibstock

Ibstock benefits from strong public transport links that make it easy for pupils, staff, and visitors to reach the campus. With nearby bus routes serving Roehampton and connecting directly to major hubs such as Putney, Richmond, and Hammersmith, the school sits within a well-established network of frequent services. Putney and Barnes railway stations are also within easy reach, offering rail connections across London.



Several bus routes from major mainline stations have convenient stops located on Danebury Avenue and Clarence Lane. For full details of all Transport for London routes serving the School, please click the link below.

View TFL Routes

If you're travelling by car, limited parking is available on the surrounding roads, with additional spaces at Roehampton Gate car park in Richmond Park.

Ibstock Place School



An inspiring place to flourish

1 Dance Studio
2 Macleod House
3 Priory Wing
4 Theatre
5 Wellbeing Centre
6 Drama Studio
7 Armadillas
8 Clarence Wing
9 Bicycle park
10 Orchard
11 Priestman House
12 Roberts House
13 Swimming Pool
14 Hardcourt
15 Rose Garden
16 The Innovation Centre
17 The Refectory
18 Terrace
19 Main House
20 Footbridge
21 Sports Hall
22 Climbing Wall
23 School of Art & Design
24 Multi Use Games Area
25 Forest School
26 School of Music
27 Sports Pitches

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