



JOB ROLE	Early Years Teaching and Learning Assistant (level 3 or above)
SALARY	£23,875.74 Actual annual salary
SCHOOL	The Belvedere Preparatory School
MINIMUM QUALIFICATION REQUIRED	GCSE (or equivalent) qualification in English & Maths (Grade C/ Grade 4 or above)
HOURS OF EMPLOYMENT:	Monday – Friday (08:15 – 17:45) + 4 INSET days + 15 holiday club days (TOTAL: 193 days)
START DATE	September 2026

Early Years Teaching and Learning Support Assistant

At The Belvedere Preparatory School, we believe that happy children learn best and that happy staff make all the difference. We are looking for a kind, enthusiastic and dedicated Teaching and Learning Support Assistant to join our Early Years Team and play a vital role in nurturing our young learners at the very start of their educational journey.

This is a wonderful opportunity for someone who is passionate about children, enjoys working as part of a supportive team and wants to make a meaningful impact every day.

KEY RESPONSIBILITIES AND TASKS

Supporting pupils

You will:

- Support learning by working with EYFS children
- Explain and clarify instructions in a child-friendly way
- Help pupils use learning resources and equipment confidently
- Motivate, encourage and reassure pupils when needed
- Promote inclusion for pupils with SEND, EAL and additional needs
- Support pupils to meet personalised targets and intervention goals
- Help children develop independence, resilience and self-belief
- Support pupils on school trips and out-of-school activities (as required)

Supporting teachers

You will:

- Prepare resources and materials to support lessons
- Assist teachers in delivering engaging learning activities
- Contribute to evaluating the impact of support and interventions
- Carry out individual pupil assessments under teacher guidance
- Provide care, comfort and reassurance to pupils when needed
- Help maintain an organised and welcoming classroom environment
- Support the display and celebration of pupils' work

Supporting the wider school

You will:

- Uphold all school policies, including safeguarding and health and safety
- Promote equality, diversity and inclusion in all aspects of school life
- Handle confidential information with professionalism and care
- Work collaboratively with colleagues and external professionals
- Provide pastoral support to pupils when required
- Attend training and professional development opportunities
- Supervise pupils during breaktimes and lunchtimes
- Support daily routines and wider school activities including our After School Care and Holiday Club
- Undertake reasonable tasks requested by the Headteacher, Deputy Head, Assistant Head or Class Teacher

This role offers a blend of structured support and opportunities for professional independence, depending on experience and qualifications. We value initiative, reflection and a genuine desire to grow within the role. The successful candidate will be willing to undertake training to support their development and progression as a Teaching and Learning Support Assistant.

Why work at The Belvedere Preparatory School

At The Belvedere Preparatory School, we are more than just a place of learning — we are a caring, supportive community where children and adults alike are encouraged to thrive.

We pride ourselves on creating a nurturing environment in which every child is known, valued and supported as an individual. Our staff play a vital role in shaping not only academic success, but also confidence, curiosity and kindness in our pupils. As a member of our team, your contribution truly matters and is recognised.

You will be working alongside passionate, friendly colleagues who value collaboration, mutual respect and professional growth. We believe in investing in our staff through training opportunities, shared learning and the chance to develop your skills and interests within a supportive framework.

Our school culture is built on warmth, positivity and high expectations, balanced with care and understanding. We celebrate achievements big and small, encourage creativity and foster strong relationships between staff, pupils and families.

If you are looking for a school where you will feel welcomed, supported and inspired, and where you can make a real difference every single day, The Belvedere Preparatory School is a wonderful place to work.