



ALDERLEY EDGE
SCHOOL FOR GIRLS

PREP SCHOOL TEACHING ASSISTANT
Full Time Equivalent

Required as soon as possible

INFORMATION FOR APPLICANTS



Introduction from our Headmistress

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

A handwritten signature in black ink, appearing to read 'C. Dood'.

Mrs Caroline Wood
Headmistress



Our Aims

Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the Director of Admissions and Marketing, Charlotte Talbot, and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





**Prep School Teaching Assistant
(Full Time)
Job Description
Responsible to Head of Prep School**

Teaching and Learning

- Work flexibly across all primary age phases, supporting pupils in any year group from Reception (Early Years) to Year 6, as directed by the Head of Prep
- Support teachers in creating and maintaining a purposeful, orderly and inclusive learning environment
- Contribute to lesson planning by understanding learning objectives and the specific support required for individuals or groups
- Assist in the educational, social and emotional development of pupils under the direction of the Class Teacher and SENDCo
- Provide targeted support for individuals or small groups within and beyond the classroom to enable full access to the curriculum
- Support pupils across the curriculum, adapting approaches to meet differing needs and abilities
- Work collaboratively with external professionals (e.g. speech and language therapists, occupational therapists) as required
- Support assessment processes by observing pupils, maintaining records and feeding back relevant information to teaching staff
- Promote the development of pupils' social skills, independence and confidence
- Support the effective use of technology and computing within learning activities
- Supervise pupils on educational visits, trips and off-site activities
- In Early Years, if applicable, support learning through play, child-initiated activities and adult-led tasks in line with EYFS principles
- In Early Years, if applicable, support pupils with personal care routines where appropriate, encouraging independence and good hygiene

Administrative Duties

These are to be carried out under the overall direction of the Class Teacher or SENDCO.

- To help prepare and present displays of the pupils' work.
- Support class teachers with preparation of resources and general classroom organisation
- Assist with responsibilities for designated areas of the school (e.g. library, displays, resources)
- Undertake other reasonable duties as directed by the Head of Prep School or Head of Early Years.

Pastoral Care

- Promote inclusion, equality and acceptance of all pupils
- Provide consistent support while recognising and responding to individual needs
- Encourage positive interactions, cooperation and engagement in learning activities
- Promote independence and celebrate achievement, effort and progress
- Model and reinforce positive behaviour in line with school policies, addressing incidents promptly and appropriately
- Accurately record and report behavioural, pastoral or safeguarding concerns in line with school procedures, ensuring incidents are logged and shared with appropriate staff
- Support supervision during breaktimes and lunchtimes as required.

Standards and Quality Assurance

- Uphold and support the aims and ethos of the school
- Set a positive example in dress, punctuality, attendance and conduct
- Attend staff meetings, INSET days, SEND meetings and relevant training sessions
- Carry out professional duties as reasonably directed by the SENDCo or Senior Leadership Team
- Act proactively in matters of health, safety and safeguarding, reporting concerns appropriately
- Take responsibility for ongoing professional development

School development and the school's wider aspirations

- Attend INSET days, open events and school functions as required
- Contribute to whole-school initiatives and take responsibility for roles that enhance the school's provision and wider aspirations.

Person Specification: Prep School Teaching Assistant

	Essential <i>These are qualities without which the applicant could not be appointed</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>
Qualifications	<ul style="list-style-type: none"> Good basic education to GCSE level in English and Mathematics, or the equivalent. Teaching Assistant qualification (or willingness to study towards one) 	<ul style="list-style-type: none"> Completion of basic safeguarding awareness training Food Hygiene certificate Paediatric First Aid qualification
Experience	<ul style="list-style-type: none"> Experience of working with children in a primary setting. 	<ul style="list-style-type: none"> Experience of working with children of different ages up to Year 6 Experience of working with children in the Early Years
Knowledge and Understanding	<ul style="list-style-type: none"> A good understanding of children's learning and development A clear understanding of safeguarding procedures and the importance of child protection An understanding of the role of a Teaching Assistant within a school and the importance of working collaboratively with teachers and colleagues Commitment to ongoing professional development and training Understanding that the role is wide-ranging and includes supporting both pupils and colleagues 	<ul style="list-style-type: none"> Awareness of the National Curriculum Experience or interest in supporting pupils with SEND or EAL A particular area of interest or expertise (e.g. SEN, EAL, languages, music) Interest, experience or talent in art to support learning and displays Awareness of EYFS principles, including learning through play and child-led learning
Skills	<ul style="list-style-type: none"> Ability to work effectively as part of a team to support 	<ul style="list-style-type: none"> Ability to reflect on practice and adapt approaches based on experience

	<p>and encourage children's learning</p> <ul style="list-style-type: none"> Ability to explain tasks clearly and adapt communication to support children's understanding and problem-solving Ability to supervise pupils positively and manage behaviour in line with school policies Ability to follow direction and respond constructively to guidance from line managers Ability to work with guidance but under limited supervision, demonstrating good organisational skills 	<ul style="list-style-type: none"> Confidence using ICT to support learning Flexibility to adapt working hours to meet the needs of the school as necessary
Personal Qualities	<ul style="list-style-type: none"> Calm, patient and resilient Team-spirited, self-motivated and adaptable Reliable, punctual and able to maintain excellent attendance Trustworthy and able to maintain confidentiality at all times Excellent communication skills with children, colleagues and parents/carers Empathetic, enthusiastic and flexible in responding to the needs of pupils and the school day A sense of fun! 	<ul style="list-style-type: none"> Willingness to contribute to the wider life of the school beyond the classroom A sense of initiative, with the confidence to anticipate needs and offer support proactively.

I confirm I have read and understood the job description and person specification.

Name:

Signature:

Date:



ADDITIONAL INFORMATION

Salary and Other Benefits

The position is offered as a full time equivalent role (37.5 hours), from Monday to Friday, term time only.

The salary for the post will be discussed individually with the successful candidate.

Salaries are reviewed annually at the start of the academic year.

The School offers membership of a pension scheme applicable to either teaching or support staff. This post currently offers membership of the APTIS pension scheme, with both employee and employer contribution rates set at levels published by the Scheme.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

Other Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

It is essential that everybody working in AESG understands their safeguarding responsibilities and is committed to promoting the welfare of the children in our school.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

Application Arrangements

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to staffrecruitment@aesg.co.uk, the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

The closing date for receipt of applications is Monday 26 January 2026 at 12noon.

Interviews will be held week beginning 2 February 2026



ALDERLEY EDGE SCHOOL FOR GIRLS

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