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MOULSFORD

be our new...

PRE-PREP TEACHING ASSISTANT

TO START JANUARY 2027



WELCOME

Thank you for your interest in the role of Pre-Prep Teaching Assistant at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 330 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development as we continue our journey to become fully co-educational. At present girls and boys are in Year 4 and below; the school will be fully co-educational by 2030.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

ı to Moulsford

Ben Beardmore-Gray

Ben Beardmore-Gray
Headmaster







THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) currently delivers an outstanding all-boys education, and is now moving towards full co-education. In September 2023, our Pre-Prep (age 3 – 7) became co-educational, giving girls of pre-prep age the opportunity to benefit from a Moulsford experience. Since September 2025, girls have been able to progress to Year 3 and continue through the Prep School, with the whole school being fully co-educational by 2030.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey and cricket, and this list will be expanded to include netball.

There are currently approximately 330 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 pupils; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the children go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory. This list will be expanded to include a range of girls' schools, as girls progress through the school.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, Chair of District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and a mentor and coach to other Heads.







THE ROLE

PRE-PREP TEACHING ASSISTANT

LINE MANAGER: Head of Pre-Prep

HOURS OF WORK: 41 hours per week, term time only

TIMES OF WORK: Monday - Friday 8.00am – 4.30pm, with one 5.30pm finish (with a 30 minute unpaid break)

SALARY: £22,694 per annum (actual salary for term time only)

We are seeking an enthusiastic, hardworking and flexible Teaching Assistant to provide invaluable support within our thriving Pre-Prep. This is a wonderful opportunity for a caring and committed individual who is passionate about supporting children at a crucial stage in their development. The aim of the role is to foster children's curiosity, confidence and love of learning, whilst developing their knowledge, independence and social skills. The successful candidate will play an important part in supporting pupils' well-being and emotional development, helping them to build positive relationships and thrive both academically and personally, whilst embedding Moulsford's values of courage, kindness and curiosity along the way.

Level 3 or equivalent EYFS qualifications would be desirable, although not essential.

MAIN RESPONSIBILITIES

TEACHING:

- Assist in the educational and social development of pupils under the direction and guidance of the class teachers
- Assist the teaching team in implementing individualised, developmentally appropriate activities
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Support pupils with emotional or behavioural problems and help develop their social skills
- Help children develop curiosity and knowledge through experimentation and play
- Look for opportunities during interactions to extend learning and act on them
- Observe the children at work, log outcomes of observations and work with small groups supervising practical activities
- Build and maintain relationships with parents
- Ensure the health and safety of children and staff is maintained during all activities, both inside and outside the setting

ADMINISTRATION:

- Assist class teachers with maintaining pupil records
- Prepare and present displays of children's work
- Assist the teaching team in preparing materials and arranging the physical environment according to principles of child development and the individual strengths, interests and educational goals of each child
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the class teacher requires

PASTORAL DUTIES

- Promote the general progress and well-being of individual pupils
- Liaise with appropriate staff to ensure the correct implementation of the school's pastoral systems
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Provide a supportive social and emotional environment for children, parents and staff
- Attend to the personal needs of pupils as required and assisting in the maintenance of a healthy, safe and hygienic environment

TRANSPORT

- Transport children in the minibus to the Prep School site across the road at the end of the day

STAFF DEVELOPMENT

- Attend staff meetings
- Participate in the School's Continual Professional Development arrangements including INSET

OTHER:

- Have a commitment to the importance of promoting and safeguarding pupils' welfare
- Operate at all times within the stated policies and practices of the school
- Contribute to the promotion of positive relationships and a positive ethos within the classroom
- Take part in marketing and liaison activities such as Open Days
- Provide cover in the event of staff absence
- Supervise children during breaks

NB The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by the Head of Pre-Prep or the Head. The job description may be amended to meet the needs of the School, in consultation with the post holder.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	• Previous experience of working with young children	• Previous experience of supporting a Pre-Prep classroom • Knowledge of the KS1 curriculum • Knowledge of the teaching of phonics	Application & Interview
SKILLS & ABILITIES	• Excellent communication and listening skills • Good organisational skills • The ability to inspire and enthuse young children by using resources imaginatively • Energy, resourcefulness, responsibility, patience and a caring nature • An understanding of the needs and feelings of children • Ability to work independently with children, as well as being able to work in the wider school team	• ICT skills, although training will be given on school systems • Keen sense of humour • Able and willing to drive the school minibus, training will be provided	Application & Interview
EDUCATION & QUALIFICATIONS	• Qualified to GCSE Grades C and above or equivalent to include English and Maths	• Level 3 or equivalent EYFS qualification • Full, clean driving licence • ELSA trained	Application
OTHER	• A professional, flexible and proactive attitude • Supportive of Moulsford's values and strategic objectives • Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm • Ability and willingness to go beyond own responsibilities to help others at busy times and to work outside normal hours as required, e.g Open Events etc • As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies		Interview







STAFF BENEFITS AT MOULSFORD

LOCATION

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsford. Many staff are trained in Mental Health First Aid and a culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

SALARY

£22,694 per annum (actual salary for term time only)

APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise. An online search of publicly available information as part of the school's due diligence and safer recruitment processes will be carried out on shortlisted candidates.

To download a copy of our application form, please click here.

KEY DATES

Closing Date for applications: 09:00 on Tuesday 24 November 2026

Interviews will take place week commencing 30 November 2026

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

Registered Charity No 309643



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