

## CHANNING JUNIOR SCHOOL

**Teaching Assistant (initially working in the EYFS)  
from September 2026**



## Information about the School for Candidates

### **Our vision:**

Girls Enjoying Success

### **Our mission:**

We foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: “Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do.”  
(William Ellery Channing)



Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five new strategic objectives, which you can find here: [Channing 2035](#).

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by [our latest ISI inspection in November 2025](#).

### **Academic achievement**

Academic results are excellent. Virtually all our sixth formers go on to University or other higher education institutions, some after a gap year. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. As a result, our Year 6 pupils move automatically to the Senior School and, in the absence of I1+ or SATs prep, enjoy a broad and enriching curriculum. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

### **Community spirit**

The Headmistress, Head of the Junior School and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.

### **Exceptional setting**

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. An ambitious building programme, completed in 2017, provided the Senior School with

excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre, while a full renovation and extension of the Junior School was completed in 2022. We are currently developing a Senior School STEM building complete with DT facilities which is due for completion in Summer 2026.

## Teaching & Learning

Channing is a collaborative learning community. We provide an excellent and relevant Teaching & Learning CPD programme that inspires all staff and pupils to achieve their full potential. We support the ongoing development of outstanding teaching and learning which stimulates and challenges all pupils.

Our current whole-school Teaching and Learning focus is to develop a culture of ambitious and inspirational teaching, alongside a shared understanding of every pupil and how best to support them. Central to this is our use of the [Learning Pit](#), which recognises that deep learning involves challenge and productive struggle, and that pupils make the greatest progress when they are supported to persevere through difficulty.

To promote consistently excellent teaching across the school, we have developed the [Principles of Great Teaching at Channing](#) and the accompanying Trusted Techniques. Together, these provide a shared understanding of what high-quality teaching looks like in practice, using a common professional language. They reflect both educational research and our collective expertise, and emphasise teaching that stretches pupils intellectually and supports them to move from challenge to secure understanding.

The *TLC* is our *Teaching & Learning Community*. It is open to all teaching staff. We meet about once a month. It leads on a number of initiatives which support the development of T&L across the school. These include a Journal Club, systems for teachers to share learning with each other, peer observation and the curation The Teaching and Learning Knowledge Interactive Toolkit.

## Channing Junior School

The Junior School provides a happy, stimulating and secure environment for around 350 girls aged 4 to 11. Entrance is at 4+ and is selective. The broad and balanced curriculum recognises the importance of the core subjects of English, Mathematics and Science, whilst also giving pupils ample opportunity to discover their talents across a broad range of subject areas. Delivery of the curriculum is through a mix of form teaching and subject specialism. Classroom learning is supported by local trips and outings, to take advantage of the opportunities offered by the capital.

There is a strong tradition in Drama, Music, Art and Sport and Computing and Forest School also form a key part of the curriculum. In Reception and KSI, pupils are taught mainly by their form teachers supported by teaching assistants. We aim to provide small children with a strong sense of security during their first years in the school and as a result, the school is a happy place to learn. From Reception, the girls receive specialist teaching in Spanish, Music, PE, Forest School and Drama. From Year 1, the girls also have a specialist teacher for Art and Design Technology. In Key Stage 2, French is also taught by a subject specialist. All of the girls benefit from weekly Reading for Pleasure sessions, with our Junior School Librarian.



The girls are encouraged to become independent learners and, through a variety of teaching strategies, to achieve an increased love of learning and knowledge of the wider world.

The school is very well-resourced and fortunate in its light and airy buildings and in its attractive situation on Highgate Hill. Virtually all full-time staff contribute in some way to our extensive and important

extra-curricular programme and raising money for charity. The staff-room is friendly and mutually supportive, and cross-curricular involvement is welcomed and encouraged, particularly in activities outside the classroom. The girls are receptive and well-motivated, and conditions for staff are excellent; we pay London salaries and there is generous provision made for INSET and professional development.

### **Teaching Assistant Vacancy**

We seek to appoint a Teaching Assistant, to join our vibrant and enthusiastic team at Channing Junior School. The ideal candidate will have the opportunity to work across the Junior School (Reception - Year 6) but will initially work in our Reception forms, for at least the first year of their employment. The ideal candidate should have a NVQ3 qualification in Childcare and Education. If they haven't completed an NVQ3, they must be committed to completing this within the first year of employment. The school will fund this.

All staff are responsible, in every aspect of their work, for implementing and promoting the school's core values of courtesy, care and consideration for everyone in our community. Equally, we all have a responsibility to make sure that each girl is supported and challenged so that her education is a fulfilling and a satisfying experience for her.

### **Working hours**

- Term time only, plus INSET days before/after term dates
- Standard working hours 8.00am - 4.00pm, Monday - Friday
- In addition, every Teaching Assistant will be expected to work:
  - 1 day a week, 8.00am - 4.30pm (to attend briefing section of Staff Meeting)
  - 1 day a week, 8.00am - 6pm and 1 day a week, 7.30am - 4.00pm (to support with our Club Waiters and Late Collection provisions, to complete year group prep, to undertake assigned CPD training, to run a homework club)

Salary will be in the region of **£28,329 - £31,599** per annum, depending on experience and qualifications.

## **Teaching Assistant Job Description**

### **Line Management**

You will be responsible to the Head of the Junior School for the effective performance of your duties on a day to day basis. The Head of the Junior School will delegate your line management to members of the Senior Team. In the first instance, you can speak to the Form Teacher(s) and/or Specialist Teachers you work with, then the Head of Key Stage (depending on which Key Stage you are working in), then the Deputy and then the Head of the Junior School. More personal issues can be discussed with the Deputy or the Head of the Junior School in the first instance.

Main Areas of Responsibility include:

- **Supporting the Form & Specialist Teachers**
  - This will include a wide variety of activities such as:
    - Working under the direction of the teacher to promote the intellectual, social and emotional development of the pupils in accordance with the aims of the school
    - Ensuring safety and welfare of pupils
    - Assisting the teaching team in ensuring that pupils behave and conduct themselves properly, both within and outside the classrooms in line with our behaviour policy
    - Listening to readers, maintaining reading records, changing books
    - Supporting the teaching of lessons across the curriculum
    - Working with small groups to help with reinforcement, practical activities, extension work, etc.

- Reporting pupil progress and any concerns to the teacher
- Assisting with planning activities and preparation of teaching materials including laminating and photocopying and teaching equipment
- Helping with the preparation and clearing up of teaching activities and areas
- Ensuring that the classroom, books and materials are tidy and in good condition
- Organising and filing pupils' work
- Assisting with observation and monitoring of pupils' progress & difficulties
- Assisting in the preparation, mounting & dismantling of display work in classrooms and communal areas of the school
- Accompanying forms on co-curricular activities including day trips and residential trips
- Assisting pupils to change for PE, Forest School and swimming as required

- **Other duties**

This will include a wide variety of activities such as:

- Being aware of, and complying with, school policies and procedures e.g. safeguarding, health and safety and confidentiality
- Showing a commitment to safeguarding and promoting the welfare of all pupils
- Fostering the aims and ethos of the school and making a positive contribution to school life
- Getting to know the pupils by being friendly whilst maintaining a professional approach at all times and always acting in the best interests of each individual
- Supervising pupils and organising activities for pupils in our Club Waiters provision after school
- Supervising pupils in our Late Collection provision and communicating with parents after school.
- Supervising pupils at morning and afternoon breaks and at lunchtimes
- Assisting with pupils' welfare and first aid
- Running a weekly extra-curricular club
- Attending the briefing section of the weekly Staff Meetings and other meetings as required
- Undertaking training/CPD as required
- Attending events before and after the school day that directly involve pupils and to offer help when needed, e.g. concerts, performances
- Supporting to set up, and attending, the school's annual Founders' Day.
- Setting a good example to pupils in terms of appropriate dress, punctuality and attendance
- Attending and support pupils during day trips and workshops
- Attending and support pupils during residential trips, if required

### **Person specification – Teaching Assistant**

#### Experience / Knowledge

- The ideal candidate should have **experience working in a primary school and full and relevant NVQ3 (or equivalent) in Childcare and Education. *If they haven't completed an NVQ3, they must be committed to completing this within the first year of employment. The school will fund this.***
- A commitment to enable pupils of all abilities to fulfil their potential
- The ability to foster a genuine spirit of enthusiasm for learning

#### Skills and Abilities

- Commitment to the ethos of the school.
- Interest in the personal development of children and their welfare.
- Ability to work as a team member and to form good working relationships with colleagues.
- Excellent verbal and written communication skills, with the ability to build effective relationships with pupils, parents, colleagues and external stakeholders.

- Good communication, organisational and administrative skills.
- Ability to meet deadlines and show good attention to detail.
- Strong behaviour management skills, with the ability to maintain high standards in a fair and supportive manner in line with the school's behaviour policy.
- A role model who demonstrates professionalism at all times.
- Good personal presentation.
- Excellent record of attendance and punctuality.
- Commitment to co-curricular and extra-curricular activities.
- Ability to use ICT in supporting administrative tasks and supporting teaching.
- Excellent organisational and time-management skills.

#### Attributes

- Initiative and self-motivation.
- Proactive and flexible working approach.
- Resilient and adaptable, with the ability to respond positively to the demands of working with young children.
- Helpful, approachable with a positive nature.

#### **Applications**

Applications are to be made via TES.com. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you have difficulties submitting your application form please email [recruitment@channing.co.uk](mailto:recruitment@channing.co.uk).

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

**Deadline for applications: Wednesday 24 June 2026 (12pm)**

**Interviews: Tuesday 30 June 2026**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*