



Heath Mount School Careers

Job Title

Part-Time Teaching Assistant (Maternity Cover)

Application Deadline

9.00am, Monday, 7th July 2025

Start Date

1st September 2025

Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is a leading day and boarding Preparatory School for 500 boys and girls aged 2 to 13. Described by *The Good Schools Guide* as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' the school delivers an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do. We provide a dynamic, supportive and friendly working environment underpinned by the School's family-feel ethos and values.

"The school celebrates the successes of every individual on a regular basis. This results in all pupils being able to identify the areas of school life at which they excel. As a result, they maintain high levels of self-knowledge, self-esteem and self-confidence which successfully confirm their general sense of worth and purpose. The school is effective in perpetuating a culture of high levels of achievement in all subjects, reflected in the results of external assessments...at a range of selective senior and secondary schools. These include the wide variety of scholarship awards which are typically gained by the majority of the school's oldest cohort of pupils each year. This is a significant strength of the school."

ISI Report 2025



Overview

We are looking for a part-time Teaching Assistant to work 3 days per week, Tuesday, Wednesday and Thursday, from 12.30pm to 6.30pm. The role will involve a lunchtime duty from 12.30—1.30pm across the school, Teaching Assistant duties from 1.30—4.00pm across the Pre-Prep department, then 4.00—6.30pm working across the school in our wrap-around care provision. A short break will be timetabled and an evening meal provided if you wish to eat with the pupil's.

Qualifications and Experience

Essential

- Level 3 in Childcare/development or equivalent.
- GCSE Maths and English, minimum grade C or equivalent
- Excellent communication, motivational, organisational and planning skills

Desirable

- Previous experience
- Paediatric First Aid Qualification

Core Responsibilities

The duties include, but are not limited to:

- ⇒ To help deliver small group adult led tasks, activities and assessments, helping individuals and small groups,
- ⇒ take responsibility for pupils learning; tasks may include literacy, numeracy, IT and creative skills development and associated activities, support or extension activities. To also, carry out any other reasonable tasks identified by the supervising member of staff, helping with all aspects of the children's learning
- ⇒ Supervise pupils at the end of the day including additional wrap-around care and carry out duties, e.g. in the playground and dining room
- ⇒ Undertake First Aid training and provide care if needed for children who are ill or injured in conjunction with the school nurses
- ⇒ Undertake administrative tasks such as: preparations of teaching materials, filing, photocopying, preparing and presenting displays and resources, assisting with props and costumes under the direction of the teacher
- ⇒ Accompany teachers and classes on educational visits
- ⇒ Encourage the positive behaviour of pupils
- ⇒ Follow school policies
- ⇒ Work positively and constructively as a member of the staff team. Liaise and work with colleagues and parents
- ⇒ Any other tasks that are reasonably delegated by your line manager



General

- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- Actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL or to the Headmaster.

What We Offer

- Excellent salary package for the right candidate
- Staff lunches/evening meals prepared by our award-winning catering team during term time.
- Term time working weeks of 35 per year
- Free parking
- Use of school swimming pool and gym
- Pension (after 6 months in post)
- Westfield Foresight Health Cash Plan Cover

"A thriving prep that's as popular with parents as it is with pupils. The musical, the sporty and eager all-rounders of every kind will flourish at Heath Mount." Tatler Schools' Guide 2024



Hours of Work

This is a part-time position, Tuesday, Wednesday and Thursday, from 1.00pm to 6.30pm, to cover a period of maternity leave from 1st September 2025.

This is a term time only role including attendance at all inset days and other days, such as Open Day, parent's evenings and new starter picnics as agreed with the Headmaster.

There is the possibility of additional hours in our Christmas, Easter and Summer schools.

How To Apply /Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or call 01920 830230

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Please email your completed application form to: HR@heathmount.org

Closing date: 9.00am, Friday, 4th July.
Interviews will be held either 8th or 9th July.

About Heath Mount

Heath Mount is one of the oldest Prep Schools in the country, originally founded in 1796 in Hampstead, North London and situated since 1934 in the Grade I listed mansion of the Woodhall Estate. While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool. The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground. Lower School pupils, meanwhile, enjoy their own modern purpose-built block. Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.

The Heath Mount Nursery sits adjacent to the Pre-Prep building which houses the Reception classes. Our Nursery pupils enjoy their own modern, fully equipped building with two light and airy classrooms resourced with high quality learning materials and toys. The children have direct access to their own large outside play area with covered terrace and their own 'wild' area Three Bears Wood as well as our magical forest school setting, Stumble Trip Wood.

Award-winning Early Years Provision: In 2021 our EYFS team were awarded the Herts For Learning Early Years Gold Quality Standard in recognition of our outstanding provision. "The school have worked on fostering a love of learning within a happy community, with an emphasis on positive relationships and cooperation, in order to help the children flourish, feel valued and enjoy every day in school."

Values and Pastoral Care: During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported. The school has a Head of Wellbeing, a full-time school counsellor and a medical team.

A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature. Our Forest School is an integral part of our holistic approach to education and emotional wellbeing in the Early Years Curriculum.

