

An aerial photograph of Westbrook Hay school. The main building is a large, multi-story brick structure with a central bay window and a covered entrance. To the left, there is a smaller white building. The school is surrounded by green lawns and a formal garden with a central circular fountain and several rectangular flower beds. A gravel path leads from the road to the school entrance. In the background, there are more buildings and a dense forest.

For January 2026

CANDIDATE INFORMATION

# Key Stage Two Teaching Assistant

Westbrook Hay





Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs. From September 2025 we have welcomed our first Year 9 cohort.

Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

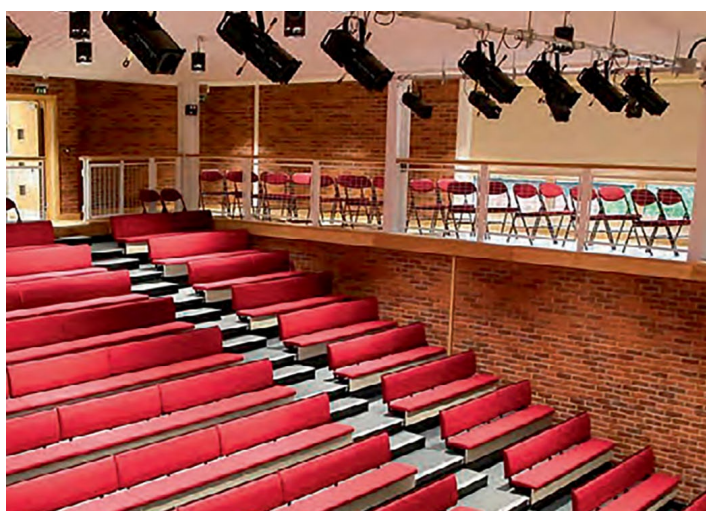
We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

**We are seeking an enthusiastic and dedicated Key Stage Two Teaching Assistant to join our Prep team from January 2026. The successful candidate will support pupils' learning in English and Maths, assist with small-group and one-to-one interventions, and play a key role in promoting inclusion and pupil wellbeing across the Prep Department. This is an exciting opportunity to contribute to a vibrant and nurturing school community that places the happiness, confidence and success of each child at its heart.**





# Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and has very recently upgraded many of its specialist facilities. The Performing Arts Centre, added in 2016, offers

impressive provision for dance, drama and music. Our new specialist facilities include two Science Laboratories with a prep room, a refurbished and modernised DT Workshop, a new ICT suite, an extended and upgraded Art Centre, six new changing rooms, and a state-of-the-art Food Technology room. These are in addition to our Sports Hall, Swimming Pool and modern, spacious classrooms.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.



# Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. Our First Year 9 cohort are now in place and thriving.





# Structure of the School

The school is growing to form three main sections



**Pre-Prep:** for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.

**Prep:** for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.



**Seniors:** currently just Years 7, 8 & 9 this section of the school consists of approximately 85 boys and girls. Under our long term strategy we have added Upper Seniors, Years 9 to 11, with the aim of having around 40 pupils in each year group.

# Prep at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well-rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with learning on an individual basis.

## Curriculum

In Years 3-4, pupils are predominantly taught by their Class Teacher. Largely following the National Curriculum, these lessons include: English, Maths, Science, Computing, Geography, History, PSHE and Religious Studies. Pupils enjoy specialist teaching in Art, Design Technology, Drama, French, Games, Music and Physical Education (PE).

In Year 5-6, pupils are taught by more subject specialists. Academic progress is carefully monitored through regular assessments and Pupil Progress Meetings ensure that all children fulfil their potential. Some discreet academic setting is used within Prep, but this is flexible and centred around the needs of each cohort.

All prep pupils enjoy a large programme of weekly sport. Alongside weekly sessions in PE, where pupils also have the opportunity to swim in the outdoor pool, pupils spend three afternoons a week playing sport. Our core sports of Cricket, Football, Netball and Rugby are the focus of Games sessions, which include fixtures against other schools.

## Enrichment

The prep pupils enjoy a wide variety of enrichment activities. Pupils go on regular trips to enhance their learning in a variety of subjects, recent visits include Harry Potter Studios, Hazard Alley and Hertfordshire Zoo. We also offer an exciting residential trips programme that will develop pupils' courage, independence and togetherness, these become progressively more adventurous as they move through the school. Year 3 start with 'Cosy Camping' under canvas on the school site and Year 6 finish with four nights away on a cultural trip to France.

We encourage pupils to build their confidence through performance. All pupils in Years 3 take part in a dramatic performance and pupils in Year 5 have the opportunity to audition for roles in their annual production in the summer term. Many pupils choose to join one of our choirs or musical ensembles and take part in the 'Performance Pathway', from playing to their peers to performing in an end of term concert. The Westbrook+ after school programme offers clubs such as athletics, ballet, fencing, LAMDA, robotics, street dance and taekwondo. By giving our pupils plenty of choice, we know that we are providing them with opportunities to try something new, find their niche and to thrive.





# Overview of the Role

We are seeking a candidate to join the Prep Department as a Key Stage Two Teaching Assistant (Part Time), Monday to Friday from 08:00 to 13:00. An outstanding and inspiring practitioner, the successful candidate will have expert curriculum knowledge and an insatiable appetite for learning. We are looking for someone who is able to build our pupils' confidence and curiosity, enjoying the opportunity to develop practice in this ambitious and successful school.

## Prep Department

The Head of Prep leads the Prep Department, which is two form entry from Years 3-6, and consists of Years 3-6 Form Tutors and Subject Specialists. The Head of Prep is assisted in leading this section of the school by the Prep Pastoral Lead and Prep Academic Lead, as well as working closely with the Executive Group. The ideal candidate will demonstrate a desire to work independently and as a part of the Prep team, it is vital that they will fit in well with the hardworking nature of the existing staff.

## Learning Support Department

Our flourishing Learning Support Department puts in place support for pupils who have an identified learning difficulty or specific need. Through the department, pupils will gain on-going and practical support, this will vary and change as they grow through their time at the school. The Head of Learning Support monitors the progress of pupils, ensuring that lessons are appropriately differentiated and that the pupils' needs are met within the classroom. A continuous cycle of observation and feedback means that pupils with a range of learning needs are fully supported, making excellent progress.

## Teaching Assistant

The Key Stage Two Teaching Assistant (Part Time) will work closely with Prep Staff, supporting individuals and groups in lessons, particularly in the core subjects of English and Maths. Teaching Assistants will also be expected to deliver small group intervention, as directed by the Head of Learning Support, undertake some administrative tasks, work with pupils helping meet their access needs in assessments and provide cover for absent colleagues.



# Job Description

- Support pupils' learning in English and Maths on a daily basis
- Demonstrate excellent curriculum knowledge and set high expectations that inspire, motivate and challenge pupils
- Provide appropriate support for examinations and assessments, including scribing and reading as required
- Administer and supervise screening assessments as directed by the Head of Learning Support
- Assist in the provision for pupils with SEND, liaising with staff, parents and external professionals
- Manage SEND resources effectively and efficiently
- Plan, prepare and deliver small-group and one-to-one learning sessions
- Support the development and implementation of Individual Development Plans
- Promote and help manage an inclusive curriculum
- Assess, record and report on pupils' development, progress and attainment
- Support pupils' wellbeing and safety, both in lessons and around school
- Provide administrative and classroom support for staff
- Be proactive and flexible in supporting the Prep Department
- Attend meetings, events and co-curricular activities as required
- Uphold safeguarding and health and safety responsibilities at all times
- Undertake any additional tasks reasonably requested by the Headteacher or Senior Deputy Head

## Salary

Westbrook Hay Teaching Assistant Scale  
(dependent on experience and qualifications)

## Hours

Monday to Friday, 8.00am to 1.00pm  
(term time only, 0.5 FTE)

## Contract type

Permanent

## Reporting Manager

Head of Learning Support

## Other useful information

*The purpose of this job description is to outline the main responsibilities of a Key Stage Two Teaching Assistant. It is not restrictive and includes any other reasonable requests that may arise.*

*The safety and well-being of the children in School is paramount at all times. A Key Stage Two Teaching Assistant is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Key Stage Two Teaching Assistant will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Key Stage Two Teaching Assistant becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.*



# Person Specification

## Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

**Essential:** the attributes, skills, qualifications and experience that a candidate **must have** in order to be considered for the role.

**Desirable:** those that would **strengthen an application** but are not strictly necessary.

**Advantageous:** nice to have, but not a key requirement of the role.

## Skills and Experience

Strong subject knowledge in English and Maths	Essential
Experience supporting pupils in Key Stage Two	Essential
Understanding of SEND and learning intervention	Essential
Ability to provide support for assessments and examinations, including scribing, reading and administering screening assessments	Essential
Excellent communication and interpersonal skills	Essential
Strong organisational skills, including effective use of learning resources and accurate record-keeping	Essential
Ability to build trusting and supportive relationships that promote pupil wellbeing and inclusion	Essential
Ability to work effectively as part of a team	Essential
Flexible, proactive and enthusiastic approach	Essential
Commitment to safeguarding and promoting pupil welfare	Essential
Willingness to participate fully in the wider life of the school	Essential
Experience adapting or differentiating learning materials to meet individual needs	Desirable
Experience supporting pupils with a range of SEND profiles, including working with external professionals	Desirable
Experience delivering small-group and one-to-one learning sessions	Desirable
Experience supporting pupils in Key Stage One	Desirable
Confident in using technology to support learning	Desirable
First Aid training (or willingness to undertake training)	Advantageous
Experience using a school Management Information System (MIS)	Advantageous
Experience contributing to co-curricular activities, events and school trips	Advantageous



# Salary and Benefits

The salary will be competitive and dependent on experience.

## What can we offer you?

- A fantastic team of staff to work with and be a part of
- Commitment to continuing professional development
- Enhanced Family Leave
- Cooked lunches and refreshments throughout the day provided
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'golden ticket' for assisting with an overnight event, which enables staff to apply for a half day of leave either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- 50% fee remission is offered for children of school staff, subject to availability of place
- The security and opportunity that comes from working in a school that is part of a charitable group of school (Mill Hill Foundation)





# Application and Recruitment Process

The appointment is for January 2026, although the school may wait until the following term for the right candidate.

## Key Dates

**Application Deadline: 9.00am Friday 2 January 2026**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

**APPLY**



# Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.





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