
UCS Pre-Prep
Key Stage One Teaching Assistant
Permanent, full-time role.
Required for September 2025



University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and over-riding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (850 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (100 pupils: 4-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The Pre-Preparatory branch is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead. The Sir Roger Bannister Sports Centre which comprises a Sports Hall, Swimming Pool, Dance Studio and Fitness Centre. The school has a fine record in team games, with shared endeavour and good sportsmanship being held in high regard. Music and Drama are also very strong at UCS and the school offers an excellent range of co-curricular activities.

Whilst the Headmaster of UCS is in overall control of all three schools in the Foundation, day-to-day management and planning at the Junior Branch is in the hands of the JB's own Headmaster and his deputies. Similarly, The Pre-Prep has its own Headmistress who reports to the Headmaster. UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its students and to value their individuality.

Pupils from the Pre-Prep School transfer to the Junior Branch. Admission at all entry points is heavily over-subscribed. Whilst UCS operates within a highly competitive market-place, our reputation as a happy, well-balanced environment that respects the individuality of each pupil allows us to retain the advantages of a highly selective school. We are particularly proud of our reputation for pastoral care and for extra-curricular activities, as well as our high academic standards

The Pre-Prep Curriculum

In Reception, children follow the Early Years Foundation Stage but are also taught by specialist teachers in art, PE, Music and Drama. In Key Stage One, the pupils follow a full core curriculum, linked to the creative curriculum, with specialised teaching time devoted to Drama, Music, Art and Design Technology, Food Technology, French, PE and outdoor learning at the school's allotment.

PSHE is integral to the curriculum and all staff are responsible for developing and fostering the school's learning behaviours, known as Learning Dinosaur that focus on resourcefulness, resilience, relationships and responsibility.

The Present Vacancy

This vacancy is from September 2025. The successful candidate will be responsible for the academic, pastoral and social needs of their class and will report directly to the Headmistress. All staff run school cubs and a willingness to contribute to the extra-curricular life of the school and be centrally involved in pastoral care, is an important recommendation.

Child Protection

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced check for regulated activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. All roles at UCS Pre-Prep require staff to have read and understood their safeguarding responsibilities as highlighted in the school's safeguarding policy and Keeping Children Safe in Education.

Salary and Benefits

UCS has its own competitive salary scale. The payment for this post will be dependent upon qualifications and experience, but will be above the national scale. While the school does not offer accommodation, schemes are in place to assist members of staff with loans for house purchase. The school is similarly prepared to offer loans to help with daily travel expenses. In all cases, eligibility for financial assistance is carefully and independently scrutinised and every effort is made to assess the needs of individual applicants.

If admitted to the school, the children of UCS staff may be educated at reduced fees. All members of staff are entitled to membership of *UCS Active* (the private Health & Fitness Club based in the Sir Roger Bannister Sports Centre) at a heavily reduced rate.

Arrangements for the Appointment

Completed application forms and supporting letter should be received by **noon Tuesday 11th March**. However, please note that we reserve the right to interview and appoint at any stage during this process; early applications are therefore very welcome. Interviews: **Thursday 20th March**.