



Teaching Assistant - Art

We are seeking an excellent all-rounder with a passion for Art and supporting young people to join our Art Department as a Teaching Assistant. Whether you are an aspiring teacher seeking valuable classroom experience or an experienced Art and Design professional looking for a new challenge, this is an exciting opportunity to contribute to a vibrant and creative school environment. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to	Head of Art
Hours	Full-time (negotiable) 37.5 hours per week. Term-time only.
Salary	Competitive + benefits. Based on qualifications and experience;
Pension:	The School participates in the Now Pensions auto enrolment scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.
Start date	January 2027

King's College School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have approximately 40 boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

The Art Department

The department oversees the Art education for pupils throughout the school from Reception to Year 8. From Year 3 to Year 8, pupils have specialised Art lessons in our spacious and excellently resourced Art studio. The Department runs a range of after-school activities for pupils, delivers the Bronze Arts Award program to Year 7 pupils and supports pupils in Years 7 and 8 who are working towards Art Scholarship applications for their onwards senior school. The Department is busy, dynamic and always supportive of creative pursuits!

The Role

To support the Art department teaching staff in facilitating excellent teaching and learning through a broad and dynamic curriculum. This will include assisting staff and supporting pupils as directed by the Art teachers, helping with maintenance of the Art studio environment, preparation and setting up of materials, ordering and tracking expenditure. Assisting in creating and maintaining displays and in photographing pupils' work. Additionally, to play a pivotal role in the creation of stage sets for our school productions. There is also the option to assist with Girls' Games.

Main Duties and Responsibilities

- To prepare materials for Art lessons as requested by a member of the department. To set up lessons as requested in a timely manner. Examples of this are: preparing clay, priming boards and canvases, cutting lino, etc.
- To support teaching staff and pupils in lessons, sometimes working with a small group or individual pupils, or in demonstrating techniques as requested by the teacher. To supervise pupils in the cleaning up of resources at the end of lessons.
- Classroom and resources maintenance. Manage a high standard of routine maintenance and cleanliness of the Art studio. Ensure sink areas, resources, paper store, drawers available to students and bookcases are all regularly checked and kept clean and tidy. Liaise if necessary with cleaning staff.
- Work with the Heads of Performing Arts and DT to design and build sets for school productions.
- To be an appropriate role model for pupils.
- To establish and maintain supportive relationships with individual pupils or small groups to ensure they understand tasks and can achieve good progress.
- Organisation and maintenance of Art store room and resources as agreed with Head of Department. To create an inventory of resources and keep track of stock.
- To order materials via the usual school procedure, and as authorised by the Head of Department. To keep a record of orders and check deliveries. To track expenditure.
- To ensure materials and tools are returned to the appropriate place after each lesson.

- To ensure students' work is stored safely and in the appropriate place.
- To assist with mounting work and creating displays in the Art studio, dining room and other locations throughout the school.
- To regularly take photos of children working and file appropriately for use in Department newsletters and the Fleur.
- To liaise with ICT staff for enquiries and support.
- To liaise with maintenance staff for general maintenance. e.g. electrical checks, Art studio maintenance.
- To assist with some admin tasks as assigned by the Art teachers, such as the organisation of Art trips, to ensure the department maintains its high standards and excellence in Art and Design education.
- To offer an extra-curricular activity/club outside the timetable.
- To participate in Inset Days at the start of each term, or as otherwise arranged.
- Other tasks may be assigned by the teaching staff.

Pupils

- To take responsibility for the care, well-being and education of all pupils.
- To know, demonstrate and promote the King's ethos.
- To promote the general progress and well-being of all pupils.
- To provide guidance and advice to pupils on educational and social matters.
- To be sensitive to social relationships between children.
- To be responsible for the pastoral care of each child within the class.
- To be familiar with the requirements of the Children Act 1989 and all relevant School documents.

Appraisal

- To participate in the School's appraisal procedure.
- To participate in arrangements for further training and professional development as a teacher.

Staff

- To participate in meetings at the School.
- To participate in INSET Days at the beginning of each term, or as otherwise arranged.
- To liaise with staff, ensuring the flow of information regarding education and pastoral matters.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To communicate to the School Bursar anything regarding general welfare and safety of the pupils in and around the classroom.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

Safeguarding & Child Protection

- To be familiar with the relevant School policies, in particular the School's Safeguarding and Child Protection Policy and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

King's College School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful applicants will be subject to an enhanced DBS check and must provide proof of qualifications. The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	• Proven experience in art and design.	• Experience of working in a school or similar environment with children and young people (either paid or unpaid). • An interest in stage set design and creation.
Skills & Ability	• Effective communication skills. • Ability to work effectively as part of a team and to apply given instructions. • Ability to react calmly and quickly in an emergency. • Polite and friendly.	

Benefits

- Lunch provided when on duty during term time
- Staff health scheme
- Cycle to Work Scheme
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness.

The Employee is entitled to take part in various training courses which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from your line manager.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

How to apply

Candidates should return the following documents by **9am on Monday 2nd November 2026**.

- Application form together with a handwritten cover letter;
- Document detailing your reasons for applying and suitability for the role;
- Reference consent form
- Equality and Diversity monitoring form (optional)

Please submit your application to: Mrs Yvette Day, Head and Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

Interviews are likely to take place in the week of 9th November.

October 2026