



# Castle Hill Primary School Recruitment Pack 2025-2026



- Buckland Road, Chessington, KT9 1JE
- [recruitment@castlehill.rbksch.org](mailto:recruitment@castlehill.rbksch.org)
- 020 8397 2006
- [www.castlehill-kingston.co.uk](http://www.castlehill-kingston.co.uk)



# Castle Hill Primary School

## Making the **GREATEST** Difference!

### We're Hiring! Level 3 NNEB/TA Superstars Wanted!

**Start Date:** April 2026

**Phase:** Nursery (EYFS)

**Full time 37 hours per week / term time only**

*Please note some extra hours may be available in our breakfast and after school club provision.*

Are you passionate about early childhood education? Do you have the energy, creativity, and warmth to inspire little learners every single day? If so — **we want YOU to join our vibrant nursery family!**

#### **About the Role:**

We are on the lookout for a full and relevant Level 3 qualified early years practitioner or equivalent who's ready to dive into an exciting and rewarding role! You'll be working alongside a dedicated, friendly team, supporting children's development through play, exploration, and care in a safe, stimulating environment.

#### **What We Offer:**

- A welcoming, nurturing team environment
- Great facilities, including fantastic outdoor learning spaces
- Opportunities for training and career progression
- Loads of fun – messy play, singing, outdoor adventures, and more
- Fantastic children who are eager to learn
- The chance to make a real difference in little lives every day!

#### **You Are:**

- Full and relevant Level 3 qualified
- Full of enthusiasm, patience, and a can-do attitude
- A great communicator with children and adults
- Belief in inclusive practice
- Passionate about early years development and safeguarding
- Ready to bring laughter, creativity, and care to every day.



Headteacher: Mrs. D Johnson  
Chair of Governors: Mrs. C Boult  
Buckland Road, Chessington, KT9 1JE  
Telephone: 020 8397 2006 Fax: 020 8397 7926  
Email: [admin@castlehill.rbksch.org](mailto:admin@castlehill.rbksch.org)



## **Committed to Inclusion for All Children**

At Castle Hill, inclusion is at the heart of everything we do. We are proud to support children with Special Educational Needs and Disabilities (SEND) and strive to create a nurturing, accessible environment where every child is celebrated, supported, and empowered to thrive. We welcome staff who share our commitment to inclusive practice and are ready to make a real difference in the lives of all children.

## **We Celebrate Diversity & Inclusion**

At Castle Hill, we believe every child and every team member deserves to feel seen, valued, and respected. Castle Hill Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Castle Hill Primary School is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children and two satisfactory references.

**The closing date for all applications is:**

**Wednesday 25th February** noon

**Interviews will take place:**

**Thursday 5th March 2026**



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Registration number 09332834. Registered Office: Buckland Road, Chessington, KT9 1JE.



# **Safeguarding Statement:**

## **Safeguarding is EVERYONE's RESPONSIBILITY!**

Castle Hill Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to the equality of opportunity. We expect all staff to share this commitment.

The successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service. References may be requested immediately after short-listing.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy  
CV's alone will not be accepted.**



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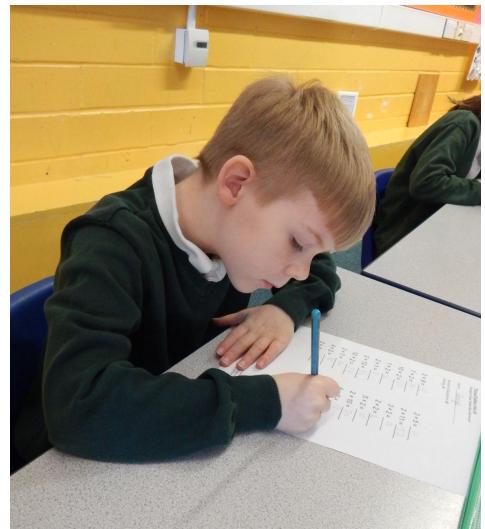
**All teaching posts are subject to an enhanced DBS check**

# Mission Statement

## Making the Greatest Difference

At Castle Hill, our mission is to offer the best education for all our pupils, in collaboration with parents, carers, trustees and the wider community. We believe our approach will inspire a love for learning and unlock each child's full potential. We have a culture of outstanding learning in a happy and safe environment where we prepare our children to be safe, respectful and ready to be responsible citizens of the future. We are committed to being an environmentally friendly and sustainable school. We are committed to ensuring that children understand their roles and responsibilities in looking after the school environment and beyond, and how they can lead more sustainable lifestyles.

Equality, inclusion and wellbeing are at the heart of what we do.



# Headteacher's Welcome

Dear Applicant,

Thank you for your interest in joining the amazing team at Castle Hill Primary School.

We are a busy, but friendly two form entry primary school, with lots going on. Three specialist speech and language provisions are on site and we run our own nursery, including a school owned pre-school. New staff are warmly welcomed into the family at Castle Hill and we will help you settle quickly into our school.

We believe every member of the Castle Hill Community; pupils, parents, staff, governors and supporting professionals have a vital role to play in ensuring our school is the very best it can be, this means we all routinely go 'that extra mile'. At Castle Hill we work hard to provide a stimulating, supportive and challenging learning environment, in which children feel confident and want to learn and do their best. We believe that every single child wants to succeed and has the potential to achieve great things, when those around them work together to raise aspirations and create a culture of achievement and success. We aim to meet the needs of each individual by ensuring that we provide pupils with the opportunities, support, challenge and encouragement needed to develop their social, emotional, creative, academic and physical abilities to the full.

One of the unique aspects of our school is the emphasis we place on providing Continuous Professional Development (CPD) opportunities for our staff. We believe that learning never stops and we actively encourage our staff members to take part in various training programs to further their careers.

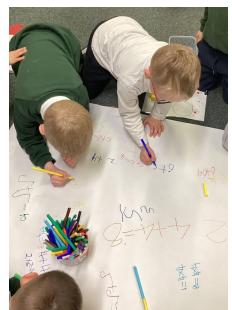
We are proud to have fantastic children who are eager to learn and achieve their full potential. You will have the privilege of working with some young minds who are brimming with curiosity and wanting to develop their knowledge and skills.

All visits to the school are warmly welcome. Please contact the school office to make a time suitable to yourself and the school.

I hope that you are excited to find out more about our school and I look forward to receiving your application.

Yours sincerely,

**Mrs D Johnson, Headteacher**



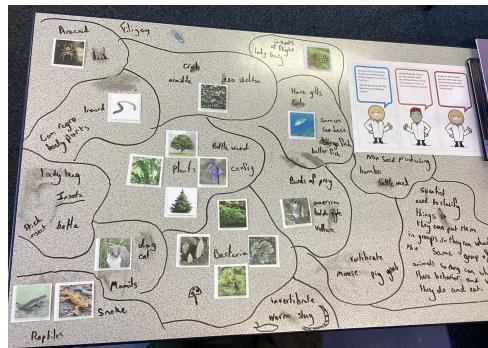
# Why work at Castle Hill?

1

Fantastic children who enjoy learning and want to do well.

2

We see staff wellbeing, workload and mental health as a priority.



3

All teachers receive an iPad and all classes have interactive screens.

4

Low staff turnover. Many teachers stay with us for a number of years.

5

Term dates are arranged to enable a two week October half term break.



6

## Academy pay scales. Working in outer London with higher pay.

7

Your CPD journey tailored to your career. Next steps are supported.

8

Excellent transport links. We are a short walk from Chessington North station.



9

Year group partners have PPA together with phase leaders (where possible)



10

Fabulous facilities with extensive outdoor areas including our own forest.

# About our Speech and Language Provision

At Castle Hill Primary School, we have 3 provisions that cater for children from across the Royal Borough of Kingston with Speech and Language difficulties.

The aim of the three provisions is to support and increase independent learning and promote access to an inclusive mainstream education. The approach used across the provisions is flexible and responsive to the individual needs of each child.

The provision staff are well trained in many techniques such as Makaton, Cued Articulation and the use of visuals to support and enable all children to thrive and make progress from their personal starting points. The 3 provisions have access to a Speech and Language Therapist and are overseen by a teacher in charge.

Starbug provision is a morning nursery that caters for up to 8 nursery aged children. **All places are allocated by the LA (Local Authority).** The provision provides a language centred environment that supports children in all areas of their learning. Children are able to spend time in both the mainstream nursery and the specialist Starbug nursery. The Starbug team consists of a Specialist NNEB and a Specialist TA.

Rainbow Fish provision caters for up to 15 children aged from Reception to Year 2. **All places are allocated by the LA (Local Authority) through a SEND panel.** The children spend time both in their mainstream class supported by a Specialist TA and in the provision so as to have the opportunity for specialist interventions and group times. The Rainbow Fish team consists of 4 Specialist TAs.

Deer Provision will cater for up to 12 children in total from Year 3 to Year 6. There are 3 spaces in each year group. **All places are allocated by the LA (Local Authority) through a SEND panel.** The children spend as much time as possible in their mainstream class supported by a Specialist TA. The children have access to the Deer Provision for specialist interventions, group sessions and quiet learning.



# Location



Castle Hill is located in Chessington which is within the Royal London Borough of Kingston Upon Thames with excellent transport links to:

- Clapham Junction
- Earlsfield
- Epsom
- Ewell
- Kingston
- London Waterloo
- Raynes Park
- Surbiton
- Vauxhall
- Wimbledon

We are a short walk from Chessington North station and a number of buses pass through our local area. This provides excellent commuting for colleagues who live out of the immediate area.



# Testimonials



I was welcomed into Castle Hill with open arms. I was made to feel valued and supported from the very first day. The staff and children have made my transition into teaching a dream and I am so pleased I can call Castle Hill my large extended family.

**TEACHER - JOINED 2022**

Eight years on and I am so pleased that I choose to send my children to Castle Hill. The school has seen many changes over the years ... but my initial feeling that this school would provide a happy, calm and encouraging environment for my children to learn in, has always remained the same.

**CASTLE HILL PARENT**

Castle Hill is a vibrant, warm and an exciting place to work. I absolutely love teaching amongst like minded staff, who not only put pupils needs first but care for them in ways that go above and beyond. This school has become part of my extended family and I love working here.

**TEACHER - JOINED 2022**

As I walked around the school looking for a nursery placement, I was delighted with what I saw. I found a sense of happiness from smiling children and adults, a celebration of achievement from the photos and work of children on the walls and an eagerness to learn as I witnessed children raising their hands to answer questions, in an eloquent fashion.

**CASTLE HILL PARENT**

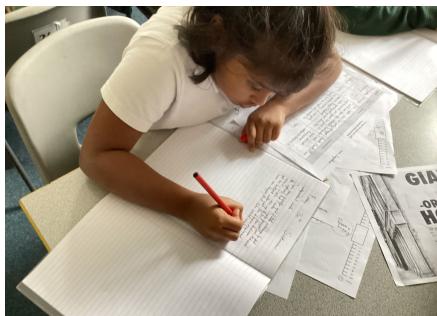
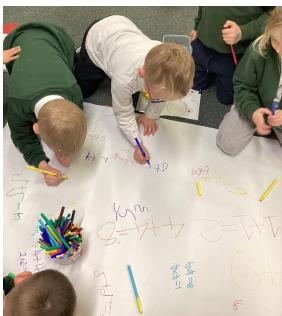
As a new member of staff, I was extremely impressed with how dedicated and talented my colleagues were. Castle Hill has a very welcoming and inclusive ethos where pupils are encouraged to do their best. There is good professional development for staff and a headteacher who is supportive and is passionate about the school and its community.

**TEACHER - JOINED 2020**

The atmosphere is fantastic, all the teachers make such an effort to be upbeat and positive. You really feel there's a buzz about the place. Staff genuinely care for the children and go above and beyond to meet their needs.

**CASTLE HILL PARENT**

# What else you need to know...



## Behaviour

At Castle Hill we follow very simple school rules from our Nursery, right the way up to Year 6. These are referred to often and pupils are rewarded with castle points and headteacher awards for going above and beyond with the code of conduct and their own learning behaviour.

## Cooking, art and music rooms

We have dedicated cooking, art and music rooms. Cooking is taught during PPA sessions by our school cook and pupils learn how to make 16 healthy and balanced meals by the time they leave us in Year 6.



## Outdoor Playing and Learning

This academic year we began a journey to transform our playtimes and lunchtimes. We are working with a company called OPAL and are focusing on how we can reap the benefits of learning through play. Over 90 parents attended our recent, very successful, stay and play for YR-Y6. This is a very exciting time to be at Castle Hill.

## Attachment Aware School

Castle Hill is an attachment aware school with all staff receiving training from our Educational Psychologist. Through achieving this award we have created a regulation room to support pupils who may find it difficult to self-regulate from time to time. This has been incredibly successful and coupled with our work on mental health and zones of regulation, makes up part of our school development plan which is to build resilience in our pupils. We also have a dedicated mental health first aider.



## New Year Class Swap Transition

At the end of the school year, all pupils move up a year group and begin working with their new teaching team for the last two weeks of term. This enables staff and pupils to get to know each other and supports teachers with knowing their pupils before the first day in September and also help them to get their new classrooms ready.

# Application Process

## Application form

Please review the Person Specification for the post and ensure that your personal statement reflects on how you meet these requirements in no more than 2 pages of A4. You should complete the attached application form. We regret that we cannot accept applications that are not made on the official application form and we **cannot accept CV's**. Please make sure that you complete your contact details, including email address, and the names and contact details of two referees, as well as your own contact details.

## School visits

We would like to offer all candidates the opportunity to view our school. Please call the school office to arrange this.

## Closing date

The closing date for receipt of applications is **Wednesday 25th February at 12pm**. Please follow the instructions on the advertisement or email the application directly to Becky Stopford on [recruitment@castlehill.rbksch.org](mailto:recruitment@castlehill.rbksch.org)

## Shortlisting

We will assess all applications against the Person Specification criteria using the evidence you provide in your application. We will carefully check all applications for anomalies and any gaps in your employment history. Candidates who best meet the Person Specification will be invited to an interview via email.

## References

We request two references for all candidates and will contact your referees if you are shortlisted. One referee should be your current or last employer.

## Interviews

The interview process will take place at Castle Hill Primary School on **Thursday 5th March 2026**. At the interview we will ask you to provide photographic proof of identity, your right to work in the UK and proof of your qualifications.

## Offer of Employment

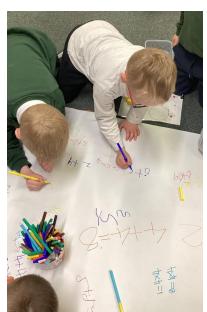
We will make a verbal offer of employment by telephone followed by an offer letter in writing. Any offer is made subject to satisfactory references, satisfactory DBS clearance, satisfactory social media profile check and health check. Each shortlisted candidate will be notified of the outcome and telephoned and offered brief feedback.

## Data Protection Act 2018

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

## Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. You must ensure that your application has a full employment history from leaving school.



# Job Description - NNEB/Teaching Assistant in Early Years

## Purpose of Post

1. To provide a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
2. To give support to other personnel within the Setting;
3. To implement the daily routine in the base room.

## Key Areas

- o Care for Children;
- o Plan appropriate sessions for children;
- o Assess and respond to children's needs and learning;
- o Team Work;
- o Liaise with Parents/carers.

## Hours of Work

37 working hours per week 8am-4pm (excluding half an hour lunch), Monday to Friday.  
Please note additional hours may be required in our breakfast and after school club provision.

## Pay

Dependant on experience

## Responsible to

Headteacher or Deputy Headteacher/EYFS Leader/ Nursery Teachers

## Duties and Responsibilities

1. Providing pastoral support to pupils within the Setting;
2. Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff;
3. Contributing to raising standards by ensuring high expectations are set for children;
4. To keep a proper record of achievement file on your key children, for parents/carers;
5. Work with parents/carers of special needs children to give full integration in the Setting;
6. Support all staff and engage in a good staff team; liaising effectively with welfare officers, health visitors and other professional staff; as part of the routine consultative process;
7. Liaise with and support parents/carers and other family members;
8. To be involved in out of working hours activities, e.g. training, monthly staff meetings, fundraising events;
9. To be flexible within working practices of the Setting. Be prepared to help where needed, including to undertake certain domestic jobs within the Setting, e.g. preparation of snack meals, cleansing of equipment etc.;
10. To be flexible (within reason) in working with different age groups within the primary school.

**All posts are subject to an enhanced DBS check**

# Job Description - NNEB/Teaching Assistant in Early Years

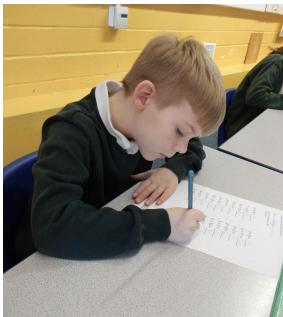
## Duties and Responsibilities - continued

11. Providing general admin support for classroom activities e.g. preparing materials for agreed activities, tidying away, keeping resources organised;
12. Work alongside the EYFS Leader/Nursery Teachers and staff team to ensure that the philosophy behind the project is fulfilled;
13. Recording accidents in the accident book. Ensure the EYFS Leader/Nursery Teachers has initialled the report before the parent receives it;
14. Look upon the Setting as a “whole” where can your help be most utilised, be constantly aware of the needs of children;
15. Ensuring all children have equal access to opportunities to learn and develop;
16. Ensure all children are collected by someone known to the Setting;
17. To respect the confidentiality of information received; not discuss personal information given by parents with other members of staff or other parents, except where it affects planning for the child's needs;
18. To develop your role within the team especially with regard as a key worker;
19. Specific Child Care Tasks:
  20. The preparation and completion of activities to suit the child's stage of development;
  21. To ensure that mealtimes are a time of pleasant social sharing;
  22. Washing and changing children as required;
  23. Providing comfort and warmth to an ill child;
  24. To ensure a high quality environment which meets the needs of individual children from different cultures and religious backgrounds, and stages of development;
  25. To be aware of the high profile of the Setting and to uphold its standards at all times.
  26. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.

You may also be required to undertake such other comparable duties as reasonably required by the Headteacher from time to time.

**All posts are subject to an enhanced DBS check**

# Person Specification - NNEB



Please write your personal statement to the details provided in the person specification.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Full and relevant Level 3 qualification in Early Years / Childcare (e.g., NNEB, CACHE, NVQ Level 3, or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Paediatric First Aid certificate</li> <li>Food Hygiene certificate</li> <li>Recent relevant training in SEND or Speech and Language support.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience working in a Nursery or Early Years Foundation Stage (EYFS) setting.</li> <li>Experience of acting as a Key Worker, including keeping records of achievement and tracking developmental progress.</li> <li>Experience of working in partnership with parents/carers and other professionals (e.g., health visitors, welfare officers).</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting children with Special Educational Needs and Disabilities (SEND) or speech and language difficulties, given the school's specific provisions.</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>Excellent knowledge of the Early Years Foundation Stage (EYFS) Statutory Framework and how to implement it.</li> <li>Understanding of child development and how to plan activities that suit a child's specific stage of development.</li> <li>Comprehensive knowledge of Safeguarding and Child Protection procedures (noted as "EVERYONE's RESPONSIBILITY" in the pack).</li> <li>Understanding of inclusive practice and the ability to meet the needs of children from diverse backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of specific EYFS tracking software (e.g., Tapestry/Insight).</li> <li>Working knowledge of 'In the Moment' planning or the ShREC approach.</li> <li>Knowledge of Makaton or other basic sign language to support inclusive communication.</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>Ability to plan appropriate, stimulating sessions and activities for children.</li> <li>Excellent communication skills (both oral and written) to engage effectively with children, colleagues, and parents.</li> <li>Ability to observe, assess, and record children's progress accurately.</li> <li>Ability to work flexibly as part of a team and support the wider school (e.g., breakfast/after-school clubs if required).</li> <li>Proficiency in carrying out personal care duties (washing, changing) with sensitivity and respect.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to lead an extracurricular activity (e.g., yoga, gardening, or choir).</li> <li>Willingness to work flexible hours to support Breakfast or After School clubs.</li> <li>A specific creative talent (e.g., playing a musical instrument or advanced display/art skills).</li> </ul>
Personal characteristics	<ul style="list-style-type: none"> <li>Passionate about early childhood education with the energy and creativity to inspire learners.</li> <li>Warm, patient, and approachable, with a good sense of humour.</li> <li>Reliable and willing to "go the extra mile" for the children and the team.</li> <li>A commitment to creating a safe, stimulating, and visual learning environment.</li> <li>A reflective individual who embraces change and is eager to develop their own practice.</li> </ul>	



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