



Gap Assistant

About Eaton Square Prep School

Eaton Square Prep. School was founded in 1981 and celebrated its 40th anniversary in 2021. It began life as a Nursery School in the basement of St Peter's church on Eaton Square. Since then, the school has expanded its offering from Nursery to Year 6. There is also a growing satellite nursery for 2-4 year olds called the Nest on Lupus Street.

Offering continuity of education in the important formative years of a child's life, the school is a vibrant, popular community where children learn not only the skills, but also the values that will prepare them for the next stage of their life at senior school and beyond. Although non-selective at the main point of entry (Reception) the school maintains high academic standards, with many children moving on to the most selective of London Day Schools and Boarding Schools at 11+ entry level.

In recent years we have seen pupils move on to Westminster, Dulwich College, Alleyn's, Kings College Wimbledon, St Paul's, City of London Girls, Godolphin and Latymer, Putney High, JAGS, Benenden, St Swithun's, Roedean and Downe House. The pupils also move on to Eton, Harrow, Tonbridge and Winchester at 13 following the 11+ process.

The school offers a breadth and depth of education which goes beyond academic success in examinations and into every sphere of life. We want to nurture good character and curiosity, enabling our pupils to make their way in life beyond their formal education. Equal emphasis is placed on intellectual, artistic, aesthetic, physical and musical pursuits. In addition, our teaching staff want children to learn moral and spiritual values that will make them happy and confident in themselves so that they may become kind, well-rounded and respected members of society.

Sebastian Hepher took up the Headship of Eaton Square School in 2010. He is now the Principal of Eaton Square Schools. Trish Watt succeeded Sebastian as Headmistress of the Prep. School in September 2019.

Our Vision

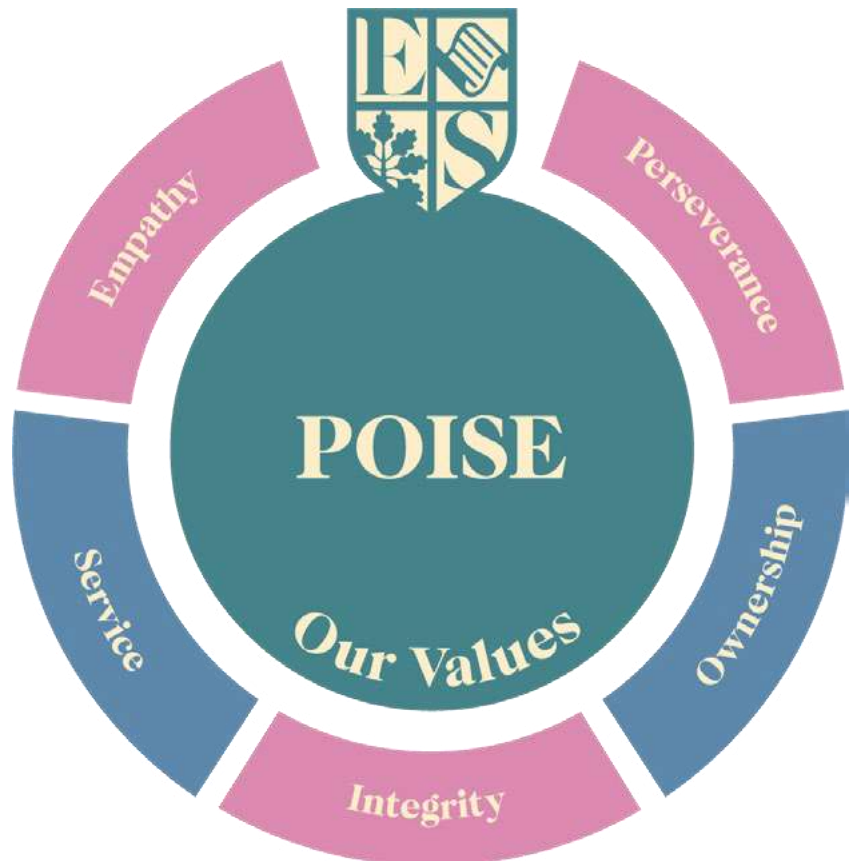
Eaton Square pupils will be fully prepared to take their own place in an ever-changing world.

Our Mission

To provide an exceptional all-round education.

Our Aims

Perseverance
Ownership
Integrity
Service
Empathy





Our Aims

- To provide the highest level of pastoral care to encourage the development of a purposeful attitude, self-confidence, respect for others, and a strong sense of community.
- To inspire intellectual curiosity and an instinctive love of learning which lead naturally to academic aspiration and examination success.
- To create opportunities to encourage a culture that identifies and supports each pupil in developing at least one area of greatness.
- To cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing pupils to develop the skills they need to overcome adversity and setbacks.

Dukes Education

The school became a member of Dukes Education in 2018, and as a result enjoys an excellent relationship with numerous partner schools, as well as benefiting from the support of experienced professionals, committed to improving the growth and education provision across the group.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community. Our philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything we do.

We believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about our family, visit dukeseducation.com.



Job Purpose

The Gap Assistant will need to assist our teaching staff in the classroom or in PE / games lessons, across a range of age groups. They will uphold the values of the school and promote these whenever possible. The Gap Assistant will endeavour to provide the pupils with the highest standards of education and care in accordance with the school's aims and will seek to support the teaching staff to achieve this goal.

Accountable to: The Headmistress and Deputy Head teachers

Main duties and responsibilities

- The Gap Assistant will work as part of a team with classroom staff to ensure that children are happy in their learning and are receiving the highest standards of education and care in accordance with the aims, policies and procedures of the school
- Eaton Square Prep School takes the Safeguarding of children seriously. The Gap Assistant will be trained and expected to be knowledgeable in all Policies and Procedures related to Safeguarding and Child Protection.
- Alongside class teachers, run play and learning programmes for groups of children appropriate to their needs and developmental stage. Carrying out individual work with children as required.
- To work in partnership with the class teacher or room leader, sharing information with him/her about the needs and progress of the children.
- To assist the teacher/room leader to ensure that the environment, is equipped, prepared and maintained on a daily basis, to a high standard.
- To participate in individual, staff and group meetings and training sessions as required
- To assist and follow the lead of the room leader or class teacher within the classroom setting.
- To assist at lunchtimes and to supervise break and lunchtime duties according to your timetable
- To encourage each child to reach their individual potential. To treat all children with respect, equality and dignity, valuing the customs, background, language and beliefs of the child's family/carer.
- Have the ability to effectively communicate with all staff about learning concerns and share relevant information to colleagues.
- To supervise the arrival and collection of children in accordance with the School Policies and Procedures.
- To accompany children on trips and outings where necessary
- To develop effective professional relationships with children, parents, carers, colleagues, and other professionals.
- Together with colleagues, assist in implementing an effective curriculum within lessons.
- To be a positive role model for the children in your care.
- Ensure that you endeavor to keep an up-to-date knowledge of the curriculum and methods used by learners in different subjects
- To attend open days, parent's evenings, and school functions as required.
- To attend any internal relevant training sessions for the school as required..
- Be compliant with and have a working knowledge of Health & Safety, Safeguarding, SEN, and Equal Opportunities (training will be provided)
- Have an understanding and sign the ICT Acceptable Use Agreement.



Person Specification

Essential

- Satisfactory experience working with young people in schools or other voluntary or part time roles
- Willingness to support children to learn and progress
- A positive, problem-solving attitude
- Reliability, professionalism and resilience, as well as a willingness to invest into our school ways of life
- Suitable knowledge and understanding of the primary school curriculum
- GCSE grades above grade 5 in maths and English (previously C grade)

Desirable

- Have previous qualifications working with children. An intention to enter into careers in education or working with young people.
- Experience coaching sport or games at a Primary level, or qualifications within sports coaching, or strong sporting knowledge and experience

Application Information

Candidates wishing to make an application must complete the online application form (either via TES or Indeed). If you have any questions regarding the role, please email the HR Manager, Joseph Gibbon, on j.gibbon@eatonsquareschools.com or 020 72253131 to request a telephone call.

The deadline for applications: Can be found on the TES or Indeed website

Start date for the role: Autumn term 2024, Monday 2nd September 2024

Interviews will be held up to the deadline date. However, we reserve the right to interview candidates on receipt of promising applications. Interviews may be held and offers given to successful applicants before the deadline above. For this reason, we advise applying as early as possible for the role if you are interested. An attractive hourly rate will be offered to the successful candidate. Please note, no accommodation is provided with the role.

Eaton Square School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and online checks. Please be aware that it is an offence to apply for this position if you are barred from engaging in regulated activity with children.



Great
minds
set free.



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