



Gap Assistant

About Eaton Square Prep School

Eaton Square Prep. School was founded in 1981 and is proud to be celebrating its 40th anniversary this year. 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. Set across three Georgian townhouses, it is located on Eccleston Square. Eaton Square Prep. is part of a family of schools, including Eaton Square Senior School, located in Mayfair, and Eaton Square Sixth Form, located in Belgravia. Eaton Square Prep School enjoys a very strong reputation, both locally and with boarding schools within 90 minutes of Central London.

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. Many of our pupils now stay on to attend our Senior School. Approximately 40-50% of ES Prep School pupils transfer to the Senior School each year.

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.

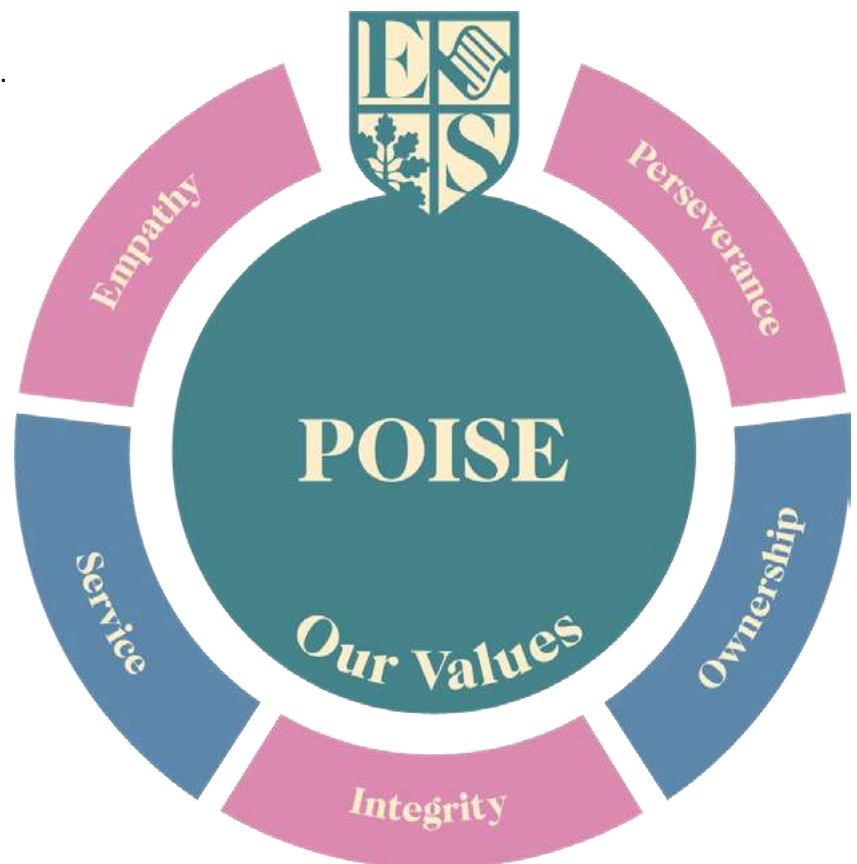
Sebastian Hepher took up the Headship of Eaton Square School in 2010. He is now the Principal of Eaton Square Schools. Trish Watt succeeded Sebastian as Headmistress of the Prep. School in September 2019.

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

- 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 in a variety of ways. 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, policies, and procedures and will seek to support the teaching staff to achieve this goal.

Accountable to: The Headmistress Year group teachers to which you are assigned.

Accountabilities

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.
- Eaton Square Prep School takes the Safeguarding of children very seriously. The Gap Assistant will be trained and expected to be knowledgeable in all Policies and Procedures related to Safeguarding and Child Protection.
- All staff are required to report to the Designated Safeguarding Lead (Head of EYFS and Headmistress) any concern or allegation which is likely to put a pupil at risk.
- Team player: providing an emotionally secure, warm, stimulating and safe environment appropriate to the needs of individual children and their families.
- 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/room leader, consulting and sharing information with him/her about the needs and progress of the children.
- To participate in individual, staff and group meetings as required and to generally work as part of a staff team.
- To assist and follow the lead of the room leader/class teacher in whatever way is necessary and reasonable within the classroom setting.
- To assist at lunchtimes and to undertake rest duties and break duties as required.
- 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.
- Attend to the personal hygiene of all children, including assisting with toileting in accordance with Eaton Square's Intimate Care Policy.
- To assist the teacher/room leader to ensure that the environment, is equipped, prepared and maintained on a daily basis, to a high standard.
- Be aware of the dietary, medical needs, and allergies of the children in your care at all times.
- 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 on occasion.
- To develop effective professional relationships with children, parents, carers, colleagues, and other professionals.
- Together with colleagues and the children assist in implementing an effective curriculum within lessons.
- To assist in preparing resources for lessons if required and appropriate
- 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 assist in providing an inspiring and motivating learning environment supporting every child's needs.
- To attend open days, parent's evenings, and school functions as required.
- To attend any internal relevant training sessions for the school as required.

- Maintain a professional and positive relationship with all children, families, colleagues, and relevant professionals.
- Be compliant with and have a working knowledge of Health & Safety, Safeguarding, SEN, and Equal Opportunities (training will be provided)
- Understand and comply with the Confidentiality Policy in relations to parents, children and staff.
- Have an understanding and sign the ICT Acceptable Use Agreement.





Person Specification

Essential

- Satisfactory experience working with young people in schools or other voluntary / part time roles
- Willingness to support and help the needs of the school where required
- 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.

Application Information

Candidates wishing to make an application must complete the TES online application form.

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 with Joseph or the Headmistress.

The deadline for applications is midnight on Thursday 30th November 2023.

Interviews will be held in November 2023.

An attractive hourly rate will be offered to the successful candidate. Please note, no accommodation is provided with the role.



Great minds set free.



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