



## EATON HOUSE THE MANOR PREP SCHOOL

### Gap Year Assistant

#### Eaton House The Manor Prep School

Eaton House Schools comprises of five individual schools spread across two sites. All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor Preparatory School (for boys aged 8-13) is a happy, hard-working and exciting place, providing its' pupils with a thorough preparation for Common Entrance, Scholarship and future senior school life. With approximately 220 boys, the intimate nature of the School provides a supportive and warm environment in which the boys flourish individually. We aim to develop and nurture each pupil and encourage the boys to achieve their best in the academic, creative and sporting fields. Pupils are offered a broad, balanced curriculum and are helped to develop their independence within this framework. At the same time the pupils are encouraged to have good manners and respect for each other. These principles are key aspects of their life at school.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792.

#### Job Description

Gap Year Assistants will be expected to help out throughout the school and have an incredibly varied and busy role.

Gap year assistants will be required to:

1. Attend INSET, staff meetings, parents' evenings and any other functions as required by the Head.
2. Assist the Class Teacher in ensuring that the classroom is well organised, tidy and functioning effectively. Assist the Class Teacher in the preparation of wall displays.
3. Ensure that the right level of discipline is maintained in the classroom and that the children follow the School Rules and Golden Rules.
4. Play a full part in the life of the school, be flexible and aware of what is happening throughout the school. Undertake pastoral and supervisory duties in the School as required.
5. Support the teaching of sport and attend school sports matches as requested.

6. All support staff are expected to be in school between the hours of 8.00am and 5.00pm each school day and for preparation days prior to the beginning and end of each term, as designated by the Head, to whom the Gap Year Assistant is responsible (Deputy Head teacher in their absence).

## **Salary**

The School has its own competitive salary which is reviewed annually.

## **Safeguarding and Child Protection**

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

## **Applications**

Please upload a completed application form to the TES jobsite along with any administrative enquiries to [HR@eatonhouseschools.com](mailto:HR@eatonhouseschools.com).

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Jessica Morse, at [HR@eatonhouseschools.com](mailto:HR@eatonhouseschools.com) or on 0207 924 6000.

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.*