

# Join the inspiring world of Downsend

## CANDIDATE BRIEF




**DOWNSEND  
SCHOOL**  
*Inspiring Young Minds*

<b>Role</b>	Teaching Assistant - Tuesday to Friday (Fixed Term Contract - Jan-July 2024)
<b>Location</b>	Little Downsend Leatherhead, 13 Epsom Road, Leatherhead, Surrey KT22 8ST
<b>Start from</b>	January 2024

Downsend is a forward thinking and innovative independent school providing education for children aged 6 months-16 years. Based over four sites we have three separate Little Downsend Schools in Ashted, Epsom and Leatherhead. Our Leatherhead school teaches children from the age of 2 (First Steps) to 7 years (Year 2). All the Little Downsend sites are overseen by Head of Little Downsend, Mrs Lisa Burns, who instils the same ethos, high standards and innovative curriculum across each school through her dedicated team of experts. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.

We are looking to appoint a Teaching Assistant ideally qualified to Level 2 or above qualification in Early Years & Childcare to work within our First Steps classes (2-3 year olds). However, if you are unqualified or currently training and have energy, initiative and a commitment to supporting the development and learning of young children, we will happily consider you for the role. This post is a fixed term contract initially with the possibility of a role from September 2024. The role is from 8.30am-4.00pm Tuesday to Friday.

The Role Profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please email Lisa Burns, Head of Little Downsend at [lisa.burns@downsend.co.uk](mailto:lisa.burns@downsend.co.uk), who will be pleased to discuss it further with you.



Downsend is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. This means we will undertake pre-employment background checks before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK. Please note that checks are not required prior to the age of 16.

## How to apply

We are delighted that you are interested in joining Downsend School.

To apply:

Visit [www.downsend.co.uk](http://www.downsend.co.uk) to see more about our schools

Download and complete the application form

Email the application form plus a covering letter to [hr@downsend.co.uk](mailto:hr@downsend.co.uk)

You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

## Overview of employee benefits

Downsend aims to offer every member of our team a competitive salary, a range of great benefits and opportunities for career progression.

Our benefits include:

- Pension
- Cognita Care First - Employee Assistance Programme
- School fees discount (conditions apply)
- Lunch available
- Cycle-to-work scheme
- Reimbursement for eye tests every two years for VDU operators
- My Staff Shop - discounts for staff across a range of companies

## Next steps

The closing date for applications is **Monday 4th December 2023**, with interviews to be held on the 6th and 7th December. Candidates will be contacted after the closing date if they have been selected for interview. All applicants will be advised of the outcome of their application.

Please do contact our HR Administrator on 01372 385419 if you have any questions.