

APRIL 2021



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND

ASHTEAD • LEATHERHEAD • EPSOM

Join the Inspiring World of Downsend



Little Downsend Leatherhead
13 Epsom Road
Leatherhead
KT22 8ST

Candidate Brief

Non-Teaching

1:1 Teaching Assistant - Part-time

Details for applicants

Downsend is a forward thinking and innovative independent school providing education for children aged 2-16 years. Based over four sites we have three separate Little Downsend Schools in Ashted, Epsom and Leatherhead. Each teaches children from the age of 2 (First Steps) to 6 (Year 1). All the Little Downsend sites are overseen by Headteacher, Mrs Vanessa Conlan, 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 an enthusiastic part time Teaching Assistant to work 1:1 with a pupil in our Rising Reception class (age 3-4). We are ideally looking to appoint an experienced Teaching Assistant with a Level 2 or above qualification in Early Years & Childcare or Supporting Teaching and Learning in Schools. However, if you have energy, initiative and a commitment to supporting the development and learning of young children, we will happily consider you for the role. This is a fixed term contract from 19 April until 9 July 2021 due to temporary funding. The school day starts at 8.30am and finishes at 4.00pm. Hours for this role are 8.30am-3.30pm Tuesday, Wednesday and Thursday each week for the summer term.

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 Sue Wood, HR Administrator at sue.wood@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 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
- 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 Thursday 15 April. 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 Sue if you have any questions. We look forward to receiving your application.



Vanessa Conlan | Head Teacher

Little Downsend Ashted | Little Downsend Epsom | Little Downsend Leatherhead