



CUMNOR HOUSE SUSSEX

NURSERY, PRE-PREP & PREP SCHOOL



Candidate Information Pack

Welcome

Dear Candidate,

I am delighted that you are considering applying to Cumnor House Sussex at what is a very exciting time for the School. Cumnor has always enjoyed a very strong reputation both locally and nationally as a leading independent co-educational prep school, sending its children off to the very best senior schools in Sussex, Kent and around the country. It is a school that lives by its motto,

*'Aim High, Be Kind,
Dare to be Different'.*

We strive for and deliver excellence, born out by excellent recent Inspection reports, over 125 scholarships to senior schools over the past five years, and an outstanding co-educational offering that includes recent national sporting, musical and dramatic success. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and developing pastoral systems that support our children and their families through whatever challenges they may be facing.

Yours,



FERGUS LLEWELLYN
HEADMASTER



Voted 'Top 20 Nursery' South East England for six consecutive years	Indoor and outdoor swimming pool	'Excellent' ISI report 2022
Purpose built theatre seating 300 and music barn	Shortlisted 'Best Prep School' TATLER Awards 2024	26 scholarships by year 8 leavers
State-of-the-art STEM centre	Highly commended in 2022 for 'Outstanding Pastoral Care' <i>Muddy Stiletto's</i>	46 leaver's from year 8 moved on to 17 different senior schools

The Role

JOB TITLE

Year 3 Teaching Assistant

LINE MANAGER

Head of Year 3

SALARY

Competitive

CLOSING DATE

16th October 2024

JOB DESCRIPTION

We are seeking an enthusiastic and dedicated Year 3 Teaching Assistant to join our talented team. This role is ideal for someone who is passionate about working with children and committed to their development in both academic and personal growth. The successful candidate will support the Year 3 class teacher in delivering engaging lessons, assisting with the daily classroom routine, and fostering a positive, inclusive learning environment.

Responsibilities

- Supporting the class teacher in the delivery of high-quality education
- Working one-on-one or in small groups with children to support their learning
- Helping to prepare classroom materials and resources
- Assisting with classroom management and maintaining a positive, supportive environment
- Supervising children during break times and school activities
- Encouraging pupils' personal development, creativity, and confidence

Desirable Personal Qualities and Experience

- Maths and English proficiency, and Level 2 or 3 Class Assistant or EYFS Educator certificate desirable.
- Ability to encourage, reassure and nurture;
- A calm, courteous and approachable manner;
- Ability to help make school life enjoyable and satisfying;
- Integrity, honesty and a professional manner;
- Experience of using ICT in communications, assessment and planning;
- Ability to empathise with the ethos of the School;
- Excellent collaboration skills, flexibility, good humour and empathy;



“
Every moment,
extraordinary”



Employee Benefits



COMMITTED TO TRAINING AND DEVELOPMENT



GENEROUS CONTRIBUTORY PENSION SCHEME



DEATH IN SERVICE BENEFIT



EMPLOYEE ASSISTANCE PROGRAMME



MEALS DURING TERM TIME



STAFF SOCIAL EVENTS



USE OF INDOOR AND OUTDOOR SWIMMING POOL



FREE ONSITE PARKING

How to Apply

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by 18th October to hr@cumnor.co.uk

We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call Karen German on 01825 790347.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.

Equality and Diversity

Cumnor House Sussex is committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed confidentially six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention of records procedure.

How to Find Us

OUR LOCATION

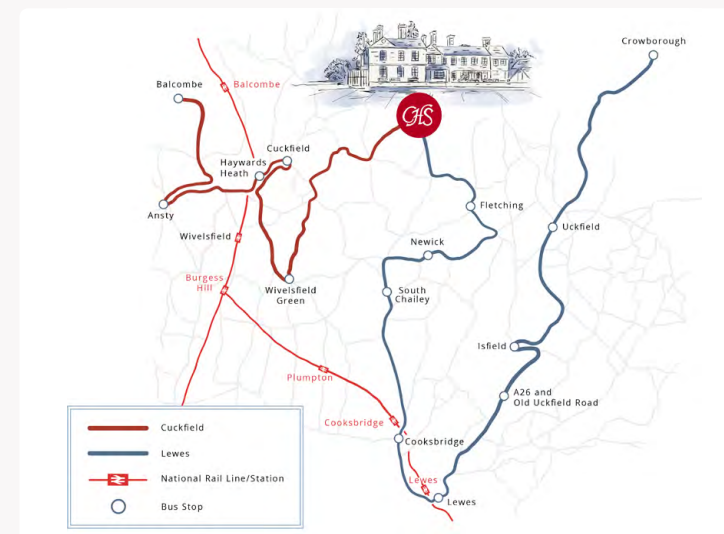
Cumnor House Sussex, London Road, Danehill, Haywards Heath, Sussex, RH17 7HT.

BY ROAD

Cumnor House Sussex is located between Danehill and Wych Cross on the A275. There are close link to the A22, A23 and A272 just 35 miles south of London and 20 miles north of Brighton, making it easily accessible via the UK road network.

BY RAIL

The nearest mainline station is Haywards Heath (on the London to Brighton railway line) which is a 20 minute taxi journey from Cumnor House Sussex.



T: 01825 790 347 E: office@cumnor.co.uk W: cumnor.co.uk

