



## CUMNOR HOUSE SUSSEX

NURSERY, PRE-PREP & PREP SCHOOL



### Year 3 Teaching Assistant

Cumnor House Sussex is one of the country's leading independent Prep, Pre-Prep and Nursery schools. We are a traditional but forward-thinking family school, with an ethos built on Christian values, creating a safe and unhurried childhood for active and ambitious children. The School provides every aspect of a broad and excellent education, including sport, music and drama, within beautiful country surroundings. Our motto of Aim High, Be Kind, and Dare to be Different is lived enthusiastically every day and in every area of the school.

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.

#### Key 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;
- Commitment to participating fully in the life of a busy and sociable School.

### **Safeguarding Responsibilities**

All staff have a key role to play in identifying concerns early and in providing help for children and are expected to act in accordance with the School's Safeguarding & Child Protection Policies:

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- When concerned about the welfare of a pupil, acting in the best interests of the pupil.

### **Remuneration and Benefits**

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications.
- Substantial remission on fees for Staff children attending the School or Nursery
- Generous contributory pension scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme
- Life Insurance
- Employee Assistance programme

### **Application Process and Safeguarding**

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by **16<sup>th</sup> October to [hr@cumnor.co.uk](mailto: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.