



CUMNOR HOUSE SUSSEX



Performing Arts Graduate Assistant (with the ability to offer a sport)

Fixed term contract to commence 1st September 2025 until July 2026

Cumnor House Sussex is one of the country's leading independent Prep, Pre-Prep, and Nursery schools, offering a broad and excellent education in beautiful countryside surroundings.

We have an exciting opportunity for a Performing Arts Graduate Assistant to join our dynamic team. This fixed-term position is ideal for a Drama graduate considering a career in teaching or the performing arts, providing valuable experience in a thriving Prep school environment.

The role is Monday to Friday (term time only), with minimal weekend commitments. While the primary focus is on supporting drama within the school, the ability to contribute to the sports programme is desirable.

Key responsibilities

Drama:

- Assist in the planning and delivery of drama lessons across the school.
- Support the production of school plays, performances, and showcases, including rehearsals, staging, props, and costumes.
- Provide administrative and technical support for productions, including lighting, sound, and set design.
- Encourage pupils to develop confidence, creativity, and performance skills.

Additional Contribution in Sport:

- Support the sports department by assisting with PE lessons, games sessions, or after-school activities, depending on skills and experience.
- Help with training sessions, fixtures, or general coaching duties if applicable.

Community

- Build positive working relationships with colleagues and School leadership.
- Nurture excellent relationships with the children in your care, fostering confidence, openness and individual challenge and support.
- Include the warmth of the Cumnor community in your positive interactions with parents.

Discipline, Health and Safety

- Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school's policy, on school premises and when on authorised activities elsewhere;
- Be aware of individual dietary and medical needs, including allergies, and of the procedures in case of emergency;
- Be aware of your department's Risk Assessments and adhere to the conditions thereof;
- Maintain condition of all equipment used, and alert the office (for photocopiers) or Bursar when attention is needed.

Desirable Qualities and Experience

- A degree in Drama, Performing Arts, or a related subject.
- A passion for theatre, performance, and creative education.
- The ability to contribute to a sport offered at Cumnor House.
- Excellent organisational and communication skills.
- A positive, flexible, and good-humoured approach.

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.

Terms and Conditions

The school will provide a competitive salary, as well as opportunities for professional development and training. This role has a requirement for some weekend matches.

For more information about Cumnor House Sussex, please visit our website:

<https://cumnor.co.uk/information/career-opportunities/>

To apply, please send your application form (which can be found on the web-page linked above) with a covering letter to: hr@cumnor.co.uk

The closing date will be when the position is filled. Interviews of selected applicants will involve a coaching demonstration and a visit to the School. Please note that applications will be considered as they arrive, and CHS reserves the right to make an appointment before the closing date.

This is a term time and Inset appointment. To commence September 2025. All staff are required to attend relevant induction and safeguarding training ahead of the start of term.

CHS is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. 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 which are available on our website. Please note that applications will be considered as they arrive, and CHS reserves the right to make an appointment at any time.