



Gap Assistant

Candidate Brief

Newton
PREP

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The School



Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently 560 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school. Newton Prep is a

model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role



Our Gap Assistants help in all areas of school life, from administrative support such as preparing resources and displays, to working with groups of children in lessons, helping to run clubs and accompanying children on trips.

Through their time with us, they have the opportunity to learn from our experienced team of staff, and to gain valuable skills and experience, enhancing their IT, communication, teamwork and interpersonal skills.



Main Duties & Responsibilities



The responsibilities of the Gap Assistant include the following :

Training will be given where appropriate and candidates are not expected to have a full working knowledge of all aspects of the job from day one

- Support teachers in lesson delivery - as general classroom support, working with groups of children or with a child on a one-to-one basis
- Help prepare materials for lessons and events
- Support staff with administrative tasks
- Help prepare classroom resources
- Assist in the assembly and maintenance of display boards in corridors and classrooms
- Play a role in trips to support teachers and ensure wellbeing of pupils
- Supervise various playtimes, remaining vigilant to ensure all pupils are happy and safe
- Any additional duties, as directed by the Head, Deputy Head Years 6-8 or their immediate line manager



Person Specification



The Gap Assistant should:

- Have excellent interpersonal skills including the ability to work both collaboratively and independently
- Demonstrate enthusiasm, energy and a positive and flexible approach
- Have excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload
- Act as a positive role model to the children at all times - setting a high standard in personal behaviour, manners and appearance
- Take initiative to support the children's needs
- Demonstrate confidence and competence with use of ICT
- Show a willingness to engage wholeheartedly in the extra-curricular and wider life of the school
- Recognise the importance of personal responsibility for health and safety
- Demonstrate commitment to the safeguarding of students and child protection
- Demonstrate commitment to equal opportunities
- Commit to the School's ethos, aims and whole community



Summary of Terms & Conditions



The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, Social media check and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS.

Period of employment

Temporary, fixed-term. Please specify your availability in the cover letter.

Salary

A salary with an hourly rate of £12.80. Salaries are paid by BACS transfer on the last working day of each month.

Working hours

Anticipated 40 hrs per week Monday to Friday,

usually from 8.15am to 4.45pm term time only, with a 30-minute break. However, exact timings will depend on the role and will be discussed at interview.

Probation

This post is subject to a probationary period of six weeks. During this period either you or the School may terminate your employment by giving not less than one week's prior written notice. The School may, at its discretion, extend the probationary period for up to a further six weeks.

Notice

Following the successful completion of the probationary period, your notice period will be one-month prior written notice.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, training and development opportunities.



Application



Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of any previous employment. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

To apply, send your CV and a cover letter (no longer than one A4 page), detailing your interest and experience for the role to the HR Assistant at hrassistant@newtonprep.co.uk. You can learn more about the school on our website newtonprepschool.co.uk.

Alternatively, forward your CV and cover letter via post to the HR Assistant, **Newton Prep, 149 Battersea Park Road, London, SW8 4BX**. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**.

Interviews will take place on a rolling basis. Therefore, it is advisable to submit applications as early as possible. The vacancy will close upon appointment of the successful candidate(s). Due to the volume of applications received, we are not able to provide feedback to applicants at the shortlisting stage.

Newton Prep is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



