



Russell House

Dear Applicant,

Thank you for your interest in the position of Part-Time Teaching Assistant in Early Years (mornings) at Russell House.

This is an ideal role for someone who enjoys working with young children in a supportive and nurturing environment. Our class sizes are intentionally small which enables every child to receive the very best experience. Working alongside other passionate and experienced practitioners, you will have the opportunity to develop your own knowledge and skills meaning previous experience is not necessarily essential for the right candidate.

The role of the staff in our Pre-Pre department are of extreme importance as they are often the first experience of Russell House, not only for the children but also their parents. It is essential to ensure a warm welcome each morning and to be consistently nurturing and sensitive towards the children's needs.

All of our Pre-Prep classes have their own classroom and well-resourced outside spaces in which to play, explore and develop skills and independence. Ensuring that these remain safe and well presented will be part of your role.

This is a wonderful opportunity to work across the entire department and support each class throughout the week depending on the needs of the children and staff. Although the role will require you to be predominantly based in our Form 1 and Transition classes providing additional support to the class teachers, there will be opportunities to work in our Nursery and Russell Robins classes also. You will be working under the instruction and guidance of the class teacher to deliver enjoyable and purposeful activities that cover all areas of the EYFS curriculum. These high-quality interactions with the children are vital for assessments and observations which will support each child's development plan.

I would be delighted to receive an application from you for this appointment. Please complete the Application Form which you may choose to return to me electronically at head@russellhouse.kent.sch.uk accompanied by a scanned **handwritten** letter outlining why the post appeals to you.

Alternatively, send all original documents to me by post if you would prefer to:

FAO: Mr Craig McCarthy
Headmaster
Russell House
Station Road
Otford
Kent TN14 5QU

I look forward to hearing from you and I do hope we will meet in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C McCarthy', with a horizontal line underneath it.

Mr Craig McCarthy