



**EWELL CASTLE
SCHOOL**

Candidate Information Pack

PE Teaching Assistant Full Time



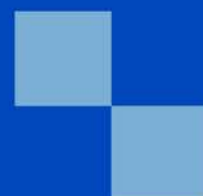
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Welcome From The Principal



Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

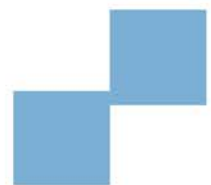
As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

Silas Edmonds MA, NPQH, FRSA
Principal



School History



Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015 .

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street.

The School is now spread across four sites within the heart of the Ewell Village conservation area.



School Profile



A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-19 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

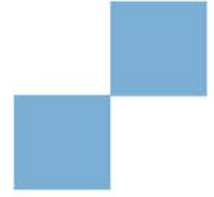
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.' Muddy Stilettos

Vision, Mission Ethos And Values



Vision

Our vision is to:

- **INSPIRE**
- **ENGAGE**
- **EXCEL**

To deliver a progressive 21st century education

Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

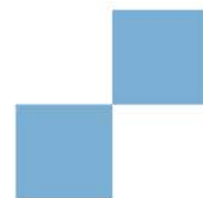
Values



We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience

PE Teaching Assistant



We are seeking to appoint a PE Teaching Assistant who will play a vital role in the development and delivery of our Games and PE provision. The role is accountable to the Director of Sport and offers an exciting opportunity for an enthusiastic and committed individual to contribute to a successful and forward-thinking department.

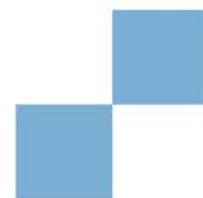
Job Purpose:

The PE Teaching Assistant will support the planning, organisation and coaching of Games lessons, PE curriculum delivery and the School's co-curricular sports programme. The successful candidate will work closely with PE staff and Heads of Sport to ensure high-quality provision, strong pupil engagement and the smooth day-to-day running of the department.

Key Responsibilities:

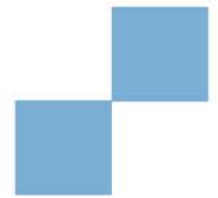
- Planning, organising and coaching Games afternoon lessons and co-curricular practices under the guidance of the Director of Sport
- Supporting class teachers in the delivery of core and academic PE, including preparing resources, setting up sessions and working with small support groups
- Leading one school team per term within the U12-U15 age range and supporting team selection alongside Heads of Sport
- Acting as a support coach across all school squads during timetabled Games and co-curricular sessions
- Playing a key role in running lunchtime and Saturday sports clubs and activities
- Officiating fixtures when required
- Publishing teams and key information on the school sports website and writing weekly match reports
- Maintaining PE and sport display boards and supporting the department's presence on school social media channels
- Administration of the department

PE Teaching Assistant



Wider Responsibilities:

- Supporting the day-to-day running of the PE and Sport department
- Liaising with parents regarding pupil performance and behaviour, under the guidance of teaching staff
- Coaching or supporting additional sporting activities as required
- Attending school sports tours, which may take place during school holiday periods
- Assisting at school events and co-curricular activities
- Carrying out timetabled duties as allocated and undertaking other reasonable tasks as directed by the Principal
- Adhering to all School policies, with particular regard to safeguarding and pupil welfare



PE Teaching Assistant

Qualifications & Experience

Essential

- GCSEs (or equivalent) in English and Mathematics
- A strong interest in Physical Education, sport and coaching

Desirable

- A sports-related qualification (e.g. Sports Science, Coaching, PE, or similar)
 - Relevant coaching qualifications or officiating awards
 - First Aid qualification
-

Experience

Essential

- Experience of working with children or young people
- Experience of coaching or assisting with sports activities in a school or club setting
- Experience of working as part of a team

Desirable

- Experience of leading or supporting school sports teams (U12–U15)
 - Experience supporting PE lessons within a school environment
 - Experience organising fixtures, writing match reports or managing sports information
 - Experience of using social media or websites in an educational or sporting context
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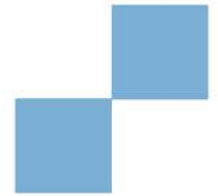
Knowledge & Skills

Essential

- Good practical knowledge of a range of sports and games
- Ability to support PE lessons and Games activities across different ages and abilities
- Strong organisational skills and attention to detail
- Ability to communicate effectively with pupils, staff and parents
- Confidence to officiate school fixtures when required
- Ability to follow guidance and work under the direction of the Director of Sport and Heads of Sport

Desirable

- Knowledge of safeguarding and child protection within a school environment
- Ability to contribute to the development of sports displays and promotional material
- ICT skills relevant to sports administration and communication



PE Teaching Assistant

Personal Qualities

Essential

- Enthusiastic, motivated and committed to school sport
- Positive, professional and approachable manner
- Ability to inspire, encourage and support pupils
- Reliable, flexible and willing to contribute to the wider life of the School
- Commitment to promoting pupil wellbeing, teamwork and fair play

Desirable

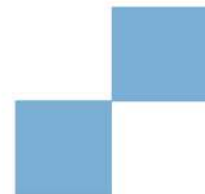
- Ambition to develop further within PE, sport or education
- Willingness to attend sports tours and work occasional weekends and holiday periods

Other Requirements

Essential

- Willingness to work core hours, including Saturdays
 - Willingness to attend fixtures, events and co-curricular activities
 - Commitment to upholding the School's policies, ethos and safeguarding procedures
 - Enhanced DBS clearance (or willingness to undergo checks)
-

Role Further Details



Ewell Castle School is a thriving independent, co-educational school situated in the heart of leafy Ewell Village. Educating pupils from Reception through to Sixth Form, we pride ourselves on small class sizes (averaging around fifteen pupils), personalised learning, and a strong, family-friendly ethos.

Our core values, mutual respect, lifelong resilience, personal integrity and social responsibility, underpin all aspects of school life. We are a genuine mixed-ability school, committed to nurturing each individual's potential within a caring and supportive community.

We are seeking to appoint a passionate and enthusiastic PE Teaching Assistant to join our collaborative and forward-thinking Sport department. This is an exciting opportunity for someone with a keen interest in physical education and school sport to support the delivery of high-quality PE lessons and wider sporting activities across the School.

Working closely with teaching staff, the successful candidate will help to motivate, challenge and inspire pupils, contributing to a positive and inclusive sporting environment in which all students can thrive.

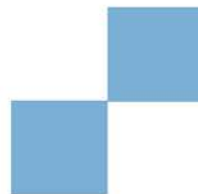
Our Sport department is innovative and aspirational, with a strong emphasis on developing fundamental skills, teamwork, resilience and a lifelong enjoyment of physical activity. Outcomes are consistently strong across all key stages, and the department continues to evolve through reflective practice and shared professional learning.

This post offers a valuable opportunity for an ambitious individual looking to develop their experience within a successful independent school environment.

Please note that the School reserves the right to withdraw this vacancy prior to the closing date.

Why Join Us?

Staff Benefits



01

Fee Discount

Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)



02

Lunches, Drinks & Cycle to Work

Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03

Pension Scheme

The School offers a generous contributory pension scheme.



04

Interest Free Loans

Interest free loans are available for the purchase of computers through the School.



05

CPD Opportunities

CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's Equal Opportunities' policy and monitoring procedure.

Application And Selection Process



How To Apply

- 01** Complete and submit the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience as required in the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

Selection Process



Step 1
Application
Evaluation

■ We will evaluate relevant applications against the requirements of each particular role.



Step 2
Interview

■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.



Step 3
Interview
Assesments

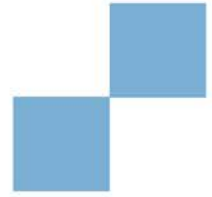
■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



Step 4
Selection and
Outcome
Notification

■ Interviewed applicants will be contacted and notified of the outcome of their application.

Staff Testimonials



School Administrator

‘I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal’s Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity. ‘



Teacher

Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff.

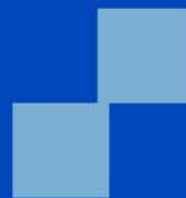
Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.



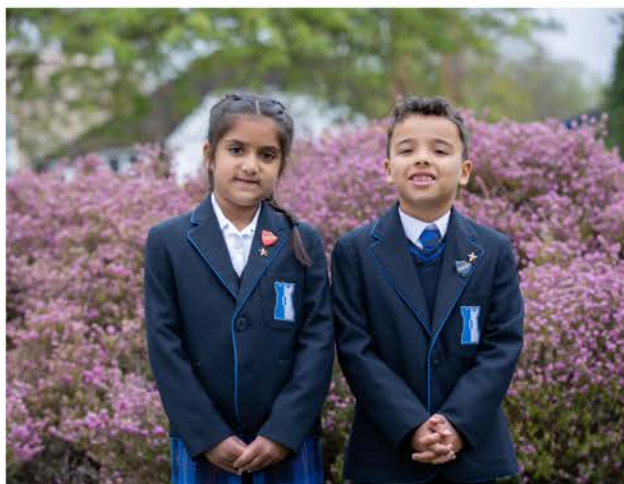
Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community

One School



Four Sites Within the ❤️ of Ewell Village



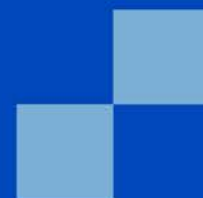
Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fitzalan House (Sixth Form)
- Glyn House (Prep School)
- Chessington Lodge (Sixth Form)

- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.



EWELL CASTLE
SCHOOL



Where children thrive within a
progressive 21st century
education

Independent Co-Educational Day School 4-19 years

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