



RECRUITMENT PACK

F/T Teaching Assistant

Application Deadline | Noon | Monday 17 June 2024



Headmaster's Welcome

Dear Candidate,

Thank you for taking an interest in the post of Teaching Assistant at The Cedars school. We are a relatively new school and we are growing rapidly on our new site in Crystal Palace. Staff, pupils and parents say that we are a happy school, and this was reflected in our recent ISI inspection. We are also ambitious for the success of our pupils, not just in terms of their academic qualifications but also their personal development and character.

We are looking for an enthusiastic Teaching Assistant, with a desire to be part of a collaborative school community supporting the academic and personal development of our pupils. The post holder will work closely with the SENDCO and other colleagues to promote high standards of inclusion and learning opportunities. We would also support applicants who wish to pursue an application for a Level 3 Teaching Assistant Apprenticeship.

If you believe that this opportunity would unlock your career aspirations, I encourage you to apply by the **deadline of Monday 17th June 2024.**

Thank you again for your interest and I wish you every success in your career.

Yours faithfully,

Dominic Rose
Headmaster

LOVE TRUST RESPECT
EXPLORE CHARACTER
DEVELOPMENT
TUTORIAL FORTITUDE
PRUDENCE JUSTICE
SELF-CONTROL
ELOQUENCE EDUCATE
DISCOVERY INDIVIDUAL
WIDER CURRICULUM
PERSONAL FULFILLED
ACADEMIC PATIENCE
KINDNESS INSPIRED
TEACHING INTEGRITY
ETHOS CATHOLIC
GROWTH PARENTS
HONESTY ADVENTURE
IN GAUDIO SERVIAMUS



THE CEDARS
SCHOOL

INDEPENDENT SCHOOL
FOR BOYS AGED 11-18



Information about the School

The Cedars is an exciting new 11-18 school for boys. Founded in 2013, we recently relocated to a larger site in Crystal Palace. There are now 275 boys on roll from Years 7 to 13, and we are becoming an increasingly popular choice, attracting boys from a large geographical area, including parts of North London.

Working here will offer the right candidate excellent opportunities for career development and creativity. We take professional development seriously and we strive to support every teacher to become the best they can be. We place a high priority on creating the conditions within which teachers can share their passion and expertise with our pupils. Exam results have been good so far and we expect them to improve even further over the next three years.

The school has a varied co-curriculum to which all teachers contribute. Sport is strong and The Cedars has an excellent record in its three main competitive sports of rugby, football and cricket. School music is developing rapidly and debating is increasingly popular; indeed, we recently hosted the London Regional Final of the ESU National Debating Competition and now take part in the Oxford Union competition.

The School has a Catholic ethos and places strong emphasis on helping its students to acquire virtues such as self-discipline, a sense of responsibility and a spirit of generous service. Pupils are given opportunities to be of service to others in the community.

The Cedars 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 an Enhanced Disclosure from the Disclosure and Barring Service.



THE CEDARS SCHOOL

Application Deadline | Noon | Monday | 17 June 2024

JOB DESCRIPTION

Teaching Assistant

Salary: To be discussed at interview

Starts: September 2024

Responsible to: Headmaster

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

The Core purpose of this role is to:

- Plan and deliver interventions to small groups of students
- Work with class teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Provide support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Create structured activities that interest and motivate learners and advance their learning
- Liaise with parents/guardians where appropriate
- Communicate their knowledge and understanding of students so that informed decision making can take place on intervention and provision

Teaching and Class Management:

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident;
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching support and through positive and productive relationships;

Other professional requirements:

- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach his potential and meet high expectations;
- Contribute to the life of the school through effective participation in meetings and management systems necessary for the smooth running of the school;
- Take responsibility for your own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and guardians as necessary;
- Support the Catholic ethos of the School having regard to the PACT Charter of Educational Principles;
- Carry out other duties as reasonably required by the Headmaster.

What we offer:

- A positive and supportive working environment in which staff help each other to develop;
- The opportunity to work with enthusiastic and well-behaved students;
- A school which combines the excitement of a growing school with respect for work-life balance;
- A school culture which values both personal development and high academic expectations.
- We anticipate that you may be considering teaching as a further career option and would support your development towards such a goal

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

The school reserves the right to appoint prior to the closing date.

June 2024



**THE CEDARS
SCHOOL**

PERSON SPECIFICATION
Teaching Assistant

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools ✓ We would also support applicants who wish to pursue an application for a Level 3 Teaching Assistant Apprenticeship. 	<ul style="list-style-type: none"> ✓ Level 3 Diploma in Childcare and Education
Experience and specialist skills	<ul style="list-style-type: none"> ✓ Sensitivity and understanding for building good relationships with children ✓ Excellent verbal communication skills for motivating children to learn ✓ Active listening skills to understand the children's needs ✓ The ability to create the best conditions for learning or teaching new things 	<ul style="list-style-type: none"> ✓ Experience of an all-boys setting
Personal qualities	<ul style="list-style-type: none"> ✓ Enthusiastic with a a desire to be part of a collaborative school community supporting the academic and personal development of our pupils. ✓ Patience and the ability to remain calm in stressful situations ✓ To be flexible and open to change for working on different activities ✓ Strong interpersonal skills and the ability to empathise with and relate positively to teenage boys; ✓ An understanding of, and commitment to support, the ethos of The Cedars School. ✓ A willingness to participate in pastoral care, school duties and extra-curricular activities; 	



“Pupils make excellent progress in developing knowledge, skills and understanding”

Independent Schools Inspectorate
(ISI) Report
April 2022

“The pupils’ spiritual understanding is excellent. The school’s Catholic ethos is immediately apparent and respected by pupils, whatever their personal creed.”

Independent Schools Inspectorate
(ISI) Report
April 2022



THE CEDARS
SCHOOL

