



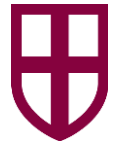
St George's

WEYBRIDGE

Candidate Information Pack

LEARNING ASSISTANT

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating around 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, polite, respectful adults. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Most important, though, is the perfect balance between the three fundamental intelligences listed here. Together, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from a variety of Christian denominations - it is inclusive of all faiths and none. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



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Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"Since the first day, I've been made to feel very welcome which has enabled me to settle in very quickly. I am really happy that I now consider myself to be part of the Georgian family".

"Staff re friendly, approachable, helpful and patient, and demonstrate professionalism and passion in their work. Thank you for this opportunity".

Recently leaving a FTSE 100 company after 16 years to join St George's Junior School was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"





The Role

Job Title:	Learning Assistant
Line Manager:	Group Tutor or Head of Year
Responsible to:	Deputy Head (Academic)
Salary:	Competitive salary
Hours:	Full time
Contract:	Fixed Term

Summary of the role:

An experienced Learning Assistant is required to assist in the educational and social development of pupils working full time from September 2026. Flexibility, and willingness, to work in different Year Groups is required. Each year is made up of three or four classes with a maximum of 20 pupils in each. There are specialist teachers in some subjects such as Sport, Music and French.

Pupils are well-behaved, polite, keen to learn and are all encouraged to achieve their individual best. Teachers have high expectations for all, but very much tailor their lessons to suit the needs of each pupil.

Main duties & responsibilities:

To assist in the educational and social development of pupils under the direction and guidance of the Group Tutor (Class Teacher).

Provide support for individual and groups of children inside and outside the classroom.

Contribute to the planning and preparation of lessons to ensure the all-round development of each child.

To support the Group Tutor with the teaching of the pupils assigned to you, and the care and order of the learning environment, ensuring that it is attractive, safe and welcoming for the children.

Under the direction of the Group Tutor, teaching and marking work of those pupils assigned to you.

Assist the Group Tutor with maintaining children's records, and contribute to the recording and reporting on the development, progress and attainment of pupils.



The Role cont.

Other Activities

Promoting the general progress and well-being of individual pupils, and of any group or pupils assigned to you.

Promoting the Roman Catholic ethos and practices within the Junior School and partaking in the religious activities of the Junior School as reasonably required by the Head.

Promoting the distinctive ethos of the School which is to ensure that each pupil is treated as an individual.

Assisting with duties and/or a club (this may necessitate a later finish time) as directed by the Assistant Head (Operations & Digital).

Assessment and Reports

Contributing to oral and written assessments and reports relating to individual pupils and groups of pupils.

Discipline, Health and Safety

Maintain order and discipline among the pupils and safeguarding their health and safety on St George's Junior School premises and when they are engaged in authorised Junior School activities elsewhere.

Staff Meetings

To attend staff meetings/briefings and other meetings with colleagues as required including planning meetings when required by the Head of Year.

Administration

Attend assemblies, registering the attendance of pupils when necessary and supervising pupils.

Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time



Person Specification

Knowledge and Experience:

Essential Criteria

- Experience of working with Junior School aged children as a Learning Assistant or similar role.

Desirable Criteria

- NVQ3 qualification or equivalent

Skills and Abilities:

Essential Criteria

- Safeguarding and Health and Safety knowledge
- Organising and managing groups and individuals
- Enthusiasm and desire to help children learn and develop as independent individuals
- Ability to put children at ease and guide them in working purposefully towards a shared goal by setting clear objectives

Desirable Criteria

- Willingness to undertake training to further expertise in specific areas related to the needs of the pupils

Personal Qualities:

Essential Criteria

- Good sense of humour
- Experience of working successfully in a team

Desirable Criteria

- Willingness to embrace the culture within a Catholic Co-Educational Josephite school



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Two Terms

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

Four weeks on either side during the Initial Period of Employment, thereafter, one term

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the Junior School with an expectation of flexibility, when required, to work at the College

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Iain Turner, Deputy Head (Pastoral):

Email: iturner@stgeorgesweybridge.com

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Closing date for applications:

Thursday 14 May

Interviews:

Thursday 21 May

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <https://www.stgeorgesweybridge.com/careers>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past and current employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



