



St Christopher's The Hall
Teaching Assistant

Employment Status: Term Time Only, Part Time,
Permanent

Application closes: 0900 Monday 30 June 2025

Required From: September 2025

Interviews: W/C Monday 7 July 2025

Welcome to St Christopher's The Hall

Welcome to St Christopher's The Hall, a friendly, open school where children maximise their potential, and achieve the best of their ability.

St Christopher's The Hall is a thriving co-educational preparatory school for boys and girls aged 3 to 11, located in the heart of Beckenham. The school is set within its own spacious grounds and offers a bright, modern learning environment. Specialist facilities for music, drama, art, and languages support a vibrant and well-rounded curriculum. From Preschool through to Year 6, each year group has two parallel classes, enabling a close-knit and nurturing atmosphere.

Our mission is to provide a happy, purposeful, and ambitious learning environment in which every child is known as an individual. We take pride in supporting each pupil to achieve their personal best and to flourish both academically and personally. Children are encouraged to discover their passions, challenge themselves, and develop confidence, creativity, and character.

St Christopher's is proud to be part of the St Dunstan's Educational Group, which provides unique opportunities for collaboration and enrichment across the Group's schools. This includes joint events, shared staff development, pupil partnerships, and access to wider resources and expertise that enhance our provision.

Staff at St Christopher's benefit from a strong sense of community, a culture of professional support and development, and the chance to make a meaningful impact in a school where every child is inspired to thrive.

Working at St Christopher's The Hall

Working at St Christopher's, you will be part of a team of successful, supportive professionals in an aspiring environment with modern, air-conditioned, well-equipped facilities.

We seek to be the employer of choice in the Sector, with staff wanting to work at St Christopher's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits of working for us include:

- Tuition fee remission*
- Health care cash plan
- Free lunch and beverages, during term time
- Salary Sacrifice Schemes
- Free winter and summer social events
- Annual flu immunisation

*Conditions apply

Our Commitment to Safeguarding Children

St Christopher's 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, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. 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.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations team.

JOB DESCRIPTION

All members of staff employed by St Christopher's The Hall School are expected to uphold the school's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies.

The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Purpose of the Role:

The successful candidate will work within one class and provide high quality support in class to pupils, 1:1 and small group settings.

This is a role for a friendly, warm and creative Teaching Assistant to join our school. This candidate will be flexible, supportive and a reliable team player, working with students and staff.

Key Responsibilities:

- Liaise with the classroom teachers to support delivery of specific learning programmes set for groups and individual children.
- Work with students on an individual and group basis to meet their educational, physical and social, emotional potential.
- Contribute to the planning, monitoring, and providing feedback for specific students.
- Assist the class teacher with the maintenance of student records as well as clerical/admin support (e.g. photocopying).
- Assist teachers with creating, making and implementing enriching and engaging learning activities.
- Build and maintain successful relationships with students, whilst treating them with respect and consideration.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<u>EDUCATION AND QUALIFICATIONS</u>		
GCSEs at Grade C or above, including English and Maths, or equivalent is essential NVQ Level 2 or equivalent	X	
Good numeracy and literacy skills. GCSE Maths and English Grade C or above	X	
Knowledge of procedures for safeguarding	X	
Training in Safeguarding Children		X
Ability to offer an additional subject / skills		X
Eligible to provide a suitably clear DBS	X	
<u>COMMUNICATION SKILLS</u>		
Able to communicate effectively to a variety of audiences	X	
Establish and maintain positive working relationships with children, parents and staff	X	
Excellent interpersonal, oral and written communication skills	X	
Sociable and approachable	X	
Ability to maintain standards under pressure	X	

PERSON SPECIFICATION

<u>EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITY</u>		
Experience working in a school environment with a range of ages of children	X	
High expectations of behaviour, progress and attainment	X	
<u>PERSONAL QUALITIES</u>		
Trustworthy and reliable	X	
Able to maintain confidentiality	X	
Positive approach to learning	X	
Strong commitment to a high standard of pupil care	X	
Have high expectations and aspirations	X	
Ability to work on own initiative as part of a team	X	
Proven track record of excellent punctuality and attendance	X	
Attention to detail and focus on maintaining high quality of service and standard of work	X	
Desire for career progression in the relevant area		X
Good organisational skills	X	

PERSON SPECIFICATION

Ability to offer flexible hours if required		X
Have a working knowledge of health & safety		X



The Package

Salary - £14,039 - £14,854 per annum (£19,655 - £20,795 per annum TTO FTE)(as per the 2024-25 pay scales).

Working Hours - 25 hours per week.



