



CLAREMONT FAN COURT SCHOOL



**JOB INFORMATION**

# **TEACHING ASSISTANT**

Closing date: 9.00am Wednesday 29 November 2023



# THE SCHOOL

Claremont Fan Court School is a co-educational, independent school with over 1000 pupils aged from 2 to 18 years, situated just outside Esher, Surrey. The school is set in the historic landscaped grounds of the 100 acre Claremont Estate. It is a happy, busy and purposeful school with hard working staff and pupils eager to learn.

The Preparatory School is housed in the newly refurbished Stable Court and White Cottage. These beautiful, historic premises are complemented internally with state-of-the-art teaching walls and specialist teaching areas for science and art. Stable Court opens out onto a walled garden and environment area, a landscaped amphitheatre and outdoor seating area, our playground and sports fields. We share sports, technology, dining and performance facilities with our Senior School.

We set aspirations for our pupils at the highest level and are deeply interested in setting a culture where we all believe we can do a little better tomorrow than we did today. Governors, parents and our local community hold our school in high regard, recognising that ‘something special is going on here’.

There are two classes in Year 3, expanding to three classes in Years 4-6, each with around 20 pupils. Our teaching team is made up of a mixture of generalist and specialist teachers, with timetables devised to make the most of individual teaching strengths. As a values-led

school, pastoral care is also of the highest importance and all staff are expected to play a part helping our pupils develop confidence in character. An exciting range of co-curricular clubs, activities and trips complement our academic offering. Most Preparatory School pupils choose to accept offers, including many scholarship awards, from our Senior School.

Our curriculum is engaging, imaginative and robust, with pupils encouraged to become diverse learners through our Preparatory School Portfolio programme. We provide relevant, regular and purposeful staff professional development to ensure our teaching reflects the latest educational research and that children reach their academic potential. We encourage and support staff who show leadership aspirations and work alongside them to develop the knowledge, skills and experiences they need to build their careers, whilst making a positive difference in the classroom and beyond.

We are very proud of our pupils who are creative and curious; confident yet kind in their actions. They consistently show very high levels of personal motivation, which is matched by our committed and enthusiastic staff team.



# MISSION AND ETHOS

## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



# THE ROLE

We are recruiting for a teaching assistant from January 2024.

The role involves supporting the teaching staff at Key Stage 2 level and working as part of a dedicated team at Claremont Fan Court Preparatory School. Our aim is to provide a creative curriculum, both inside and outside of the classroom, which provides an education of the highest order. We are dedicated to stimulating a love of learning in the children and we enjoy celebrating the pupils' success

### Key responsibilities:

- Assist with planning, organising and delivering the curriculum, in keeping with the school's policies and procedures.
- Promote high standards of work and behaviour in and out of the classroom.
- Support the overall progress and development of pupils.
- Support the teachers in providing a pastoral role and creating an appropriate atmosphere to enhance the social and emotional development of the pupils.
- Assist in the development of the curriculum in the school.

### Duties

- Have or develop a sound knowledge of the curriculum, helping to plan and prepare appropriate activities to cover all aspects of the curriculum.

- Work closely with other members of the team, under the guidance of the teaching staff.
- Liaise with other members of staff as appropriate.
- Keep up to date records, assessments and observations of the children's progress as directed by the teachers.
- Work in partnership with the parents.
- Ensure confidentiality at all times.
- Clean the equipment regularly and ensure that it is well maintained.
- Follow the accident and emergency procedure in accordance with school policy.
- Attend relevant staff meetings and INSET training.
- Carry out rostered duties, such as lunchroom supervision, club supervision and playground supervision, as an integral member of the team.
- Actively support the school's and one's own development through the performance management process.
- Maintain an appropriate first aid qualification.
- Maintain current Anaphylaxis training.
- Report all safety hazards or maintenance requirements to the OH&S representative and/or the teaching staff or Head.
- Become fully aware of the school's policies, practices and other requirements as detailed in the School Handbook.
- Participate in various extra-curricular activities throughout the year as requested by the staff and the school.



# THE PERSON

The successful candidate is likely to meet and/or demonstrate the following characteristics:

### Essential

- A high degree of professionalism as an educator
- A good level of experience in education; an HLTA or SEN qualification or equivalent. QTS is desirable for this position
- Ability to establish a warm, loving and supportive environment for children
- Excellent written and verbal communication
- Clear handwriting
- A commitment to equal opportunities
- Ability to communicate effectively at all levels
- Ability to meet children's individual needs
- Ability to use judgement and common sense
- Ability to work well as part of a team

### Desirable

- Experience of working with groups of children within the age range of 7 - 11 years
- First aid trained (or willingness to undertake training)
- Ability to take training relevant to the job which may fall outside normal hours of work
- Ability to attend open mornings which may fall outside normal hours of work
- Able to use Outlook and Word



# WORKING AT CLAREMONT



# HOW TO APPLY

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

## Terms and conditions

Hours: 24 hours and 10 minutes per week, Monday - Friday during term time plus all INSETS totalling 35 weeks.

Salary: competitive, dependent skills and qualifications

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution, 3x salary life assurance, staff discount for children attending the school, cycle to work scheme, complimentary lunches and refreshments during term time. There is also onsite parking.

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. You should provide a covering letter in support of your application addressed to the head of Preparatory School, Mrs Helen Hutton-Attenborough.

Please note: applications should be submitted by email and sent to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Documents must either be in Microsoft Word or \*pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Closing date: 9.00am Wednesday 29 November 2023

Interviews will be held week commencing 4 December 2023



## CLAREMONT FAN COURT SCHOOL

[www.claremontfancourt.co.uk](http://www.claremontfancourt.co.uk) | [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Claremont Drive, Esher, Surrey KT10 9LY