

# TEACHING ASSISTANT

## APPOINTMENT BRIEF

To start:  
**November 2023**



# ABOUT CATERHAM

**We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.**

**Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.**

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



# THE JOURNEY STARTS CATERHAM PREP

**Caterham Prep is an IAPS co-educational day school that is an integral part of Caterham School. At Prep we cater for children from four to eleven years of age. Most of our pupils go on to join our Senior School, which in turn caters for pupils from eleven to eighteen years of age.**

**Caterham Prep School seeks to provide an inspiring education preparing all of our young people for the senior school.**

We believe that education should challenge pupils to be the best that they can be at all times, to instill in them the habits of learning that will see them succeed in any context, to provide opportunities for pupils to find success and fulfilment through achievement and excellence and to leave them with a love of learning and exploration that will stay with them throughout their lives.

Learning to learn is a key facet of a Caterham education and our classroom experience encourages innovation, independence and collaboration. Wellbeing and pastoral care is at the heart of all we do and we firmly believe that children succeed when they feel safe, supported and secure and when their educational journey is built around what is right for each child.

As you will see as you explore our website, we offer a broad selection of subjects and activities. Our pupils benefit from a stimulating, supportive and challenging learning environment. Our commitment to investing in technology that supports the highest standards of teaching, together with our beautiful grounds and buildings, offers our pupils a unique learning experience as they develop through their formative years.





# THE ROLE CATERHAM PREP

We wish to appoint a qualified and enthusiastic Teaching Assistant on a fixed term basis. The role is for an inspirational and energetic practitioner to assist with teaching in Key Stage 2 within our Prep School. The successful candidate will hold a full and relevant NVQ Level 3 qualification and be a committed and highly effective educational practitioner, dedicated to achieving the best outcome for every individual both in and out of the classroom.

Key Responsibilities include:

Work closely with the class teacher and Head of Learning Support

Be aware of planning and preparing lessons and showing initiative in these areas

Provide support within the classroom, in small groups and/or individually as directed by Head of Learning Support/Class teacher

Work in harmony with all adults in the school

Be flexible in approach

Help with displays and keeping the classroom in good order

Assist with outings

Promote the School - attending open days and parents evenings if required

Attend to the needs of all children, including break and lunch duty

Actively promote the school's policies and procedures

Contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Reflecting on own practice to develop skills

Participate in arrangements for your further training and professional development





# THE PERSON CATERHAM PREP

The person appointed will be expected to play a full and positive part in the life of the School.

The successful candidate will:

- Have a full and relevant NVQ Level 3 Qualification
- A good basic general education including spoken and written English
- English and Maths to a minimum of GCSE level
- Flexibility and ability to prioritise and pay attention to detail
- Awareness and understanding of Health and Safety requirements of the role.
- Have a supportive and nurturing manner
- Have a working knowledge of Learning Support strategies and experience of supporting strategies in the classroom
- Knowledge and experience of behaviour management
- Good IT skills
- Knowledge, understanding and experience within Primary phase



# BENEFITS CATERHAM PREP

We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

**Continuous Professional Development**  
All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

**Counselling and Legal Advice Service**  
A free, confidential 24 hour telephone service available 365 days per year.

**Fee Remission**  
Discount available on school fees. Please contact the HR department for full terms and conditions.

**Pension Scheme**  
Staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 10%.

**Subsidised Sports Centre Membership**  
Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

**Cycle Scheme**  
A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.





# APPLICATION PROCESS

**You can complete the application online via  
the school website at:**

**[https://www.caterhamschool.co.uk/about/careers/  
support-staff-vacancies/](https://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/)**

If you have any questions or queries, please contact  
Emma Golding, Head of Human Resources: **[hr@caterhamschool.co.uk](mailto:hr@caterhamschool.co.uk)**  
or call 01883 343028

This appointment is to start as soon as possible.

Applications will be reviewed as they are received. The School  
reserves the right to appoint at any stage of the recruitment  
process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting  
the welfare of children and young people and expects all  
staff and volunteers to share this commitment. All offers of  
employment are subject to an enhanced DBS check.

**[caterhamschool.co.uk](https://www.caterhamschool.co.uk)**



Inspiring education for life



Caterham Prep  
Harestone Valley Road  
Caterham  
Surrey CR3 6YB

01883 343028  
[enquiries@caterhamschool.co.uk](mailto:enquiries@caterhamschool.co.uk)

[caterhamprep.co.uk](http://caterhamprep.co.uk)