



St George's

WEYBRIDGE

# Candidate Information Pack

HIGHER LEVEL TEACHING ASSISTANT (MATHS)

"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 3-18.

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 over 1,600 students across the two school sites. Both Schools had full ISI inspections in December 2019 and rated excellent in all categories.

St George's Weybridge is proudly and unequivocally a 3-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, 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 all faiths and none, whilst maintaining our strong Catholic identity. 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.



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



# 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.

*"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"*

*Elif*



*"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".*

*Mauricio*

*"Recently leaving a FTSE 100 company after 16 years to join St George's 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!"*

*Leila*



# The Role

Job Title:	Higher Level Teaching Assistant (Maths)
Line Manager:	SENDCo
Responsible to:	Deputy Head (Academic)
Salary:	Up to £15,850 per annum pro-rata dependent on experience inclusive of holiday pay (£36,317 FTE)
Hours:	22.5 hours per week, 8:30am to 4:30pm, 3 days per week during term time only (including a half hour unpaid lunch break). In addition, the post holder would be required to attend the parents' evenings of relevant year groups and INSET days on a pro-rata basis.
Contract:	Permanent, Part Time, Term Time Only

## Summary of the role:

To work collaboratively with class teachers to plan, teach and assess an innovative curriculum (primarily focusing on Maths) so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims.

## Main duties & responsibilities:

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SLT, Heads of Department and class teachers to fulfil the following responsibilities:

- Responsible for planning and teaching Maths intervention groups to both Fourth and Fifth Year SEN students (Years 10 and 11).
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching, and through intervention work
- In accordance with arrangements made by the SENDCo, progress pupils' learning in a range of classroom settings, including working with individuals and small groups
- Liaise with Heads of relevant Departments and staff in the Learning Support Department, in preparing lessons, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs
- Support pupils in social and emotional well-being, reporting problems to the SENDCo and relevant teachers as appropriate
- Support pupils with relevant assistive technology
- Organise and safely manage the appropriate learning environment and resources
- KS3 Maths in-class support when required



# The Role cont.

## OTHER

- Review external reports to provide guidance to relevant teachers with personalised supportive strategies and provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy
- Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT
- Adhere to school policies and procedures relating to safeguarding, particularly the Safeguarding Policy, Medical Needs Policy, Health and Safety Policy and the School Behaviour Policy
- Attend all briefings, meetings (including relevant subject department meetings when necessary and required) and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development.
- 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:

- A Level Maths is essential
- Experience of working with children
- Experience of planning and supporting/teaching on a 1:1 basis and/or small groups.

## Skills and Abilities:

- Good numeracy skills
- The ability to support students through Key Stages 3 and 4 in the area of Maths
- Excellent verbal communication and organisational skills
- Ability to build effective working relationships with pupils & adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context
- Understanding of effective teaching methods
- Knowledge of how to successfully lead learning activities for a group of children
- Knowledge of the relevant syllabus/programme of study for the specific pupils they support
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.

## Personal Qualities:

- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality.



# Benefits (Non-Contractual)



## Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

## 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.

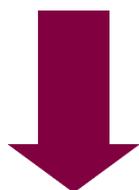


## Medical Support and Employee Assistance Programme

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.



## Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## 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

Business Staff: Three Months

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

## Notice Period

Two weeks on either side during the Initial Period of Employment, thereafter, three months.

## 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 College with an expectation of flexibility, when required, to work at the Junior School.

## 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 Rachael Kippin, SENDCo, for a confidential discussion:

Tel: 01932 839300

Email: [rkippin@stgeorgesweybridge.com](mailto:rkippin@stgeorgesweybridge.com)

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to [humanresources@stgeorgesweybridge.com](mailto:humanresources@stgeorgesweybridge.com).

## Key dates

Applications will be reviewed upon receipt and shortlisted candidates may be invited to interview at short notice. Interviews may be held during the school holiday period via Teams.

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: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

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 current and past 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.



