



THE HOLY CROSS SCHOOL
LEARN JOYFULLY. LIVE FULLY.

Learning Support Assistant Applicant Pack



25 SANDAL ROAD, NEW MALDEN

SURREY KT3 5AR

TEL: 020 8395 4225

EMAIL: hxs@holycross.kingston.sch.uk

WEBSITE: www.holycross.kingston.sch.uk

Learn Joyfully. Live Fully.

Our Mission Statement

We are the children of God, and in the spirit of St. Francis and Mother Bernarda, we aim to create a happy family environment in which all may grow: in faith, hope and love for God, in love and respect for one another and the world around us, in learning and wisdom, so that we may live life to the full and joyfully share this life with others, especially those who are in any way disadvantaged.

The Holy Cross School is an outstanding Catholic school because:

“Pupils are enabled and encouraged to grow and flourish as full members of a Catholic Christian community in which all are welcome. It recognises and celebrates its Holy Cross and Franciscan heritage while pursuing a contemporary Catholic education mission.”

Section 48 Inspection Report



About Our School

The Holy Cross School, founded in 1931 by the Congregation of Sisters of the Holy Cross, is a voluntary aided Roman Catholic School for girls aged 11-18. At Key Stage 5 the school has worked in curriculum partnership with our local boys' school, Richard Challoner, for the past thirty years, and post 16 lessons are co-ed. The school converted to academy status in August 2012. The school has positive relationships with local schools, the Archdiocese and the local authority. The school is highly focused on high standards of pupil achievement and is successful at doing so. With 988 students currently on roll and over 100 staff employed, the school is proud to be acknowledged as being in the top 1% of all schools nationally for progress made from Year 7 to 11. The Holy Cross School can offer you the opportunity to work in an outstanding school environment with well-behaved, motivated students who are keen to learn and where your professional development will be fully supported. The school has been awarded 'World Class Schools' accreditation, a quality mark given to secondary schools already judged outstanding by Ofsted who have moved beyond this judgment. To find out more about the school, please view our short videos from our [Lower School](#) and [Sixth Form](#).

Our Ethos and Values

At The Holy Cross School we aim to provide a rounded education for girls of all abilities. The Holy Cross School has very strong Catholic values. They are clear and explicit and inform all that we do. We are a thriving school with a strong community spirit. Our Catholic ethos is reflected in the school's Mission Statement.

Staff Benefits

Cycle to Work Scheme: The cycle to work scheme is available to all staff and works by way of salary sacrifice. It enables you to get new bikes and accessories tax-free, saving on average about half the cost.

Employee Assistance Programme: 'Workplace Options' is a confidential, independent provider of support services, including counselling available to council employees. All Holy Cross staff (including any family member who lives with them) will have access to this free service which is available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone, email, online and via instant messaging.

Eye Care: Staff are entitled to claim up to £20 towards the cost of an eye test, as part of their role, if they regularly use a computer, laptop or other display screen equipment (DSE). You can claim up to £50 towards the cost of glasses if you are diagnosed by the optician as requiring either glasses for sole use with DSE or those for general use incorporating a special prescription specifically for use with DSE.

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“The school provides outstanding pastoral care and support to all pupils allowing each one to flourish as members of a remarkably secure community.”

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Person Specification

The successful applicant should:

- Have a good level of education, degree preferable
- Display a caring and empathic nature
- Physically capable of manual handling
- Excellent command of both written and spoken English
- Have excellent interpersonal skills
- Have confidence to guide and lead young people
- Have evidence of excellent attendance and punctuality
- Have good ICT skills
- Be supportive of the Catholic ethos of the school
- Be an excellent role model for students

Safeguarding at Holy Cross

The Holy Cross School fully recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils. At The Holy Cross School the safety and welfare of our students is of the utmost importance. The day-to-day contact with young people allows our staff to be well placed to safeguard and promote the welfare of our children, to enable them to have the best outcomes.

The Holy Cross School, its governors and staff, believe that every young person who is entrusted to our care is entitled to our protection. Abuse disadvantages the young person, leaving them vulnerable, often self-critical and fearful. We all have a responsibility to be vigilant to ensure the safety and well-being of all our students.

A child-centred and co-ordinated approach to safeguarding is vital and we all have a role to play in identifying concerns, sharing information and taking prompt action.

Further information about the school's Safeguarding Team and our Safeguarding and Child Protection Policy is available on our [website](#).

How to apply

To apply, please visit the school's website to view the Job Description for the role and to download a CES Support Staff Application Form (www.holycross.kingston.sch.uk).

Please refer to the 'Notes to Applicants' document (which can also be found on the school website) when completing your application to ensure all required forms are completed and returned.

Please submit applications to the Headteacher's PA, Mrs Silvana Saragosa-Voysey (apply@holycross.kingston.sch.uk) by the closing date.

Closing Date: 9.00am Monday 27th September

Interviews: From Tuesday 28th September



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