



Teaching Assistant (Maternity Cover—Term Time 34 weeks)

Caterham Preparatory School

Monday 25th September 9am

Appointment Brief



The Preparatory School

Caterham Preparatory School is an IAPS co-educational day school that is an integral part of Caterham School. At the Preparatory School we cater for children from three 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 Preparatory School challenges all its pupils to exceed their suggested potential in their class work. We also place a high emphasis on the importance of participation and effort in co-curricular activities. Equally significant are the high standards of behaviour and care for others that we encourage and expect from our pupils.

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

AIM OF THE POST

To be an effective classroom support for 37.5 hours perm week during term time (34 weeks).

DUTIES

The following duties are included in the professional duties which you may be required to perform in your specific role. In addition to the responsibilities listed the post holder will have shared responsibility for a child with the medical condition Type 1 diabetes. Full training will be provided.

CLASSROOM SUPPORT

In each case having regard for the curriculum of the school

- Working closely with the class teacher
- Be aware of planning and preparing courses and lessons and showing initiative in these areas
- In addition to classroom support, helping individuals or groups of pupils assigned to you with their learning.
- Working in harmony with the class teacher
- Being flexible in approach
- Helping with displays
- Promoting the school – attending open days and parent evenings as required
- Attending to the needs of all children, e.g. toileting,

break and lunch duty

- Break/lunchtimes duties as required

In addition to the above any reasonable request by the Head Teacher

ASSESSMENTS AND REPORTS

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

PERFORMANCE MANAGEMENT

- Participating in arrangements for the management of your performance.
- Reviewing from time to time your methods of supporting teaching
- Participating in arrangements for your further training and professional development

EDUCATIONAL METHODS

Advising and co-operating with the Head Teacher and other teachers on the preparation and development of courses of study, teaching materials, methods of teaching and assessment and pastoral arrangements.

HEALTH AND SAFETY

Maintaining effective behaviour management among the pupils and safeguarding their health and safety both on



Person Specification

STAFF MEETINGS

Participating in staff meetings and Inset training days as required.

COVER

Supervising and so far as practicable teaching any pupils whose teacher is not available to them.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Personal Skills and Attributes

Good communication skills and the ability to understand the School, its issues and be able to respond in a diplomatic, positive and pro-active way. Personally committed to the Schools aim to be one of the best co-educational day schools in the country.

Essential

A good basic general education including spoken and written English

Flexibility and ability to prioritise and have attention to detail.

Awareness and understanding of Health and Safety requirements of the role.

First Aid qualification (training is provided by the school).

Desirable

A working knowledge of Learning Support strategies and experience of supporting such strategies in the classroom

Knowledge and experience of conflict management.

Good IT skills.

A relevant childcare or early years qualification (or working towards).

CHILD PROTECTION

The School is committed to safeguarding and promoting the welfare of children and the post-holder is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and will adhere to and ensure compliance with the School's child protection policies 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 s/he must report any concerns to the School's Designated Safeguarding Lead.



Latest News

OXFORD AND CAMBRIDGE PLACES SECURED

13 Sixth Form pupils from Caterham School have received offers from Oxford and Cambridge Universities (Oxbridge). This year's results mean a total of 49 pupils from the School have secured a place at the world-leading universities in the last three years alone. The 17 and 18 year olds received the good news after many months of hard work spent reading, researching and discussing subjects beyond the A level curriculum.

Competition for places at Oxbridge is fiercer than ever, with roughly five applicants per place nationally, with all candidates typically having straight A*/A profiles. This year's results from Caterham saw the school achieve an application-to-offer ratio of 57%, three times the national average

APPLE ACCOLADE

Caterham School has once again been recognised as a leading school for its application of technology in teaching and learning. The School is one of only three schools in the UK to be formally accredited as an Apple Distinguished School. Mr Adam Webster, Director of Digital Learning at the Surrey school collected the accolade at a presentation in London.

The School has established a best practise programme to integrate the use of iPads by all students alongside traditional teaching methods. Since the full roll out of the programme in September 2015, students have used iPads in a range of innovative ways, including receiving instructive and interactive verbal marking and feedback on

homework via their iPads. Teachers have also seen the benefits of being able to spotlight their students' best work in the classroom through the use of airplay streamed to classroom whiteboards.

Since the launch of the programme, the School has received interest and visitors from across the globe, keen to learn from Caterham's experience and success.

GREAT BRITAIN HOCKEY STAR OPENS NEW ALL-WEATHER PITCH

International Hockey star Alexandra Danson opened Caterham School's new all-weather sports pitch on Friday 8 January. Alex is a member of both the England and Great Britain hockey teams and will be cutting the ribbon to officially open the new pitch alongside Caterham School Headmaster, Mr Ceri Jones. A Headmaster's XI team took on a Rest of the World XI in the inaugural hockey match on the new facility, followed by an exhibition Lacrosse match lead by England International, and Caterham School lacrosse coach, Jen Simpson. Guest referee Mr Kevin Doble Headmaster of Shrewsbury House School umpired the hockey match.

To warm up the pitch ahead of the opening, budding young players from local junior schools joined in a special training session lead by Alex Danson. The young players practised hockey skills and picked up tips from the GB player before attending the opening ceremony.

For more news from Caterham School visit www.caterhamschool.co.uk



The Application Process

For further information and to apply, please visit the vacancies page of our website www.caterhamschool.co.uk

The closing date for applications is: Monday 25th September 9am

Interviews will take place w/c 25th September

The School reserves the right to appoint at any stage of the recruitment process; early applications are 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.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE



Benefits

We pride ourselves on the best support and care for our academic and bursarial 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.

Child Care Voucher Scheme

A tax saving scheme for parents administered by Faircare. For employed staff, no qualifying length of service. The provider must be OFSTED registered. Further details available from the HR Department.

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

Teachers Pension Agency Scheme.
<https://www.teacherspensions.co.uk/>

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. £50 per year for staff member, £50 for partner and £25 for each child.

Car Parking

Free on campus parking. Staff members must provide their name and registration number to the Bursary. Any permanent change of vehicle must be reported.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays. Also extends to hot beverages and newspapers.

Subsidised 'Flu vaccinations

Provided on school premises on an annual basis.

Discount in School Shop

A 5 per cent discount on purchases.





Caterham School
Harestone Valley Road
Caterham
Surrey
CR3 6YA

Tel: 01883 343 028

Fax: 01883 347 795

Email: enquiries@caterhamschool.co.uk

www.caterhamprepschool.co.uk

www.caterhamschool.co.uk

