Westminster Cathedral
Choir School

25th March 2019

TEACHING ASSISTANTS
INFORMATION FOR APPLICANTS

THE SCHOOL

Westminster Cathedral Choir School (WCCS) is one of London's leading academic prep schools, and a choir school for the choristers of Westminster Cathedral.

The School was founded in1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced and current numbers stand at two hundred and thirty boys, aged four to thirteen (Reception – to Year 8). The twenty five choristers receive major scholarships towards fees.

Westminster Cathedral Choir School is academically selective and prepares boys for leading senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's College Wimbledon, Marlborough, St Paul's, Tonbridge, Westminster and Winchester. Almost all choristers achieve major music scholarships.

In 2017, WCCS opened a new pre-prep for boys from Reception to Year 3, in a beautiful Grade II listed building on Francis Street, just behind our current site. The pre-prep is expanding fast and we are looking for teaching assistants to join the team in September 2019.

THE POSITION

We're looking for teaching assistants to support classes in Reception, Years 1, 2 & 3 from September 2019. The successful candidates' responsibilities are detailed below.

Teaching

- To support teaching of an exemplary standard throughout the school
- To help maintain order, discipline and calm in class to ensure effective teaching and learning
- To support the development of appropriate schemes of work, which set out challenging and appropriately differentiated work for all pupils
- To integrate ICT into teaching and learning
- To help develop cross-curricular links with other subjects as well as PSHCE/SMSCD
- To help organise and/or attend curricular-enriching trips
- To produce wall displays which change regularly
- To support the marking of pupils' class work and prep, in line with School policy
- To help prepare thoroughly for ISI inspections

Administration

- To keep records of effort and achievement, in line with School policy
- To write reports as required, following stated protocols
- To liaise closely with Head of Pre Prep and the SMT as required
- To attend staff meetings as required, adhering to the procedures and protocols published in the staff handbook

Pastoral care

- To set and maintain clear expectations of behaviour in all classes and cover lessons
- To follow and support the School's stated policies on rewards and sanctions, anti-bullying and safeguarding
- To treat all pupils with equanimity
- To report all pastoral concerns to the Head or Pre Prep and/or Deputy Head Master (Pastoral)

Health & Safety

- To complete risk assessments as required
- To prepare for and respond to inspections of health and safety, internal and external

Personal conduct

- To welcome prospective parents and visitors into lessons (with the Head Master or a member of staff designated by him) at any reasonable time
- To maintain professional dress and appearance
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils
- To be publicly supportive of the School's mission, aims and aspirations and Catholic ethos

Other

- To support an extra-curricular activity, out of School hours, once a week during term time
- To participate in appraisal meetings
- To participate in lesson support evaluation by peers and the SMT, following the set protocols
- To attend INSET training as required
- To undergo any other training as reasonably required
- To cover staff duties/accompany games as required
- To attend whole-School Mass when required
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head Master.

PERSON SPECIFICATION

We are looking for energetic and talented people who wish to work in the independent sector, and who will relish the opportunities that this new Pre Prep offers.

The School will consider funding an exceptional candidate through a PGCE at Buckingham University, following his/her probationary year.

While we are serious about our work, we are less serious about ourselves. The successful candidate will also have a keen sense of humour and proportion, and be adept at dealing with people, in all their variety.

SAFEGUARDING

WCCS is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

TERMS

This post is permanent full-time, subject to a twelve-month probationary period.

THE BENEFITS

The successful candidate can expect:

- an excellent salary
- motivated, bright boys to teach in a flourishing school

HOW TO APPLY

Candidates should complete the application form and send it with a brief (one page only) letter of application to:

Mr Neil McLaughlan
Head Master
Westminster Cathedral Choir School
Ambrosden Avenue
London SW1P 1QH

Applications sent by email are acceptable.

Email lauger@choirschool.com

An additional CV or supporting statement is not required. The closing date for applications is **Wednesday 24th April.** Interviews will be held at the School on **Tuesday 30th April.**