



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

JUNIOR SCHOOL TEACHING ASSISTANT (KS2)

Closing date : 9.00am Friday 9 May 2025

Interviews will be held week commencing Monday 12 May 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



JUNIOR SCHOOL - STABLE COURT

The junior school comprises two parts: Fan Court for our youngest pupils to Year 2 and Stable Court for Year 3 to Year 6. Benefiting from first rate facilities, some shared across the whole school site, and specialist teaching in dedicated spaces where appropriate, a child's time with us is carefully choreographed to develop confidence and independence and build the foundations needed for future academic and all round success.

We're down to earth too - we all know that often the best lessons are learnt due to the mistakes we make and that's why we're committed to building resilience and determination in our young people so that they can embrace every opportunity that presents itself to learn: about ourselves, about others, and about the world in which we live.

In Stable Court the curriculum expands while remaining guided. Specialist teachers in languages, music, PE and more, ignite curiosity through dedicated spaces and our beautiful grounds.

We believe in nurturing the whole child. Our children grow through the rich opportunities and experiences on offer and while not driven by exam culture our pupils consistently achieve academic and well-

rounded success.

Our curriculum is engaging, imaginative and robust. We provide relevant, regular and purposeful staff professional development to ensure our teaching reflects the latest educational research and that children reach their academic potential. We encourage and support staff who show leadership aspirations and work alongside them to develop the knowledge, skills and experiences they need to build their careers, whilst making a positive difference in the classroom and beyond.

We recognise the many advantages of being part of a co-educational through school. Pastoral and academic links across the whole school are strong, offering many opportunities for student enrichment and professional dialogue. A feature of working in the junior school is the reward of watching the pupils as they continue to grow and progress through the school.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery
- To equip our pupils with a strong set of values for future decision making
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

We are recruiting for a part-time teaching assistant from September 2025. The role involves supporting the teaching staff at Key Stage 2 and working as part of a dedicated team in the junior school. Our aim is to provide a creative curriculum, both inside and outside of the classroom, which provides an education of the highest order. We are dedicated to stimulating a love of learning in the children and we enjoy celebrating the pupils' success.

Key responsibilities

- Assist with planning, organising and delivering the curriculum, in keeping with the school's policies and procedures
- Promote high standards of work and behaviour in and out of the classroom
- Support the overall progress and development of pupils
- Support the teachers in providing a pastoral role and creating an appropriate atmosphere to enhance the social and emotional development of the pupils
- Assist in the development of the curriculum in the school

Duties

- To have or develop a sound knowledge of the curriculum, helping to plan and prepare appropriate activities to cover all aspects of the curriculum
- To work closely with other members of the team, under the guidance of the teaching staff
- To liaise with other members of staff as appropriate
- To keep up to date records, assessments and observations of the children's progress as directed by the teachers
- To ensure confidentiality at all times
- To clean the equipment regularly and ensure that it is well maintained
- To follow the accident and emergency procedure in accordance with School policy
- To attend relevant staff meetings and INSET training when requested
- To carry out rostered duties, such as drop off, lunch room supervision, club supervision and playground supervision, as an integral member of the team
- To actively support the school's and your own personal development through the appraisal process
- To maintain an appropriate first aid qualification



THE PERSON

- To maintain current anaphylaxis training
- To report all safety hazards or maintenance requirements to the Health and Safety Representative and/or the teaching staff or headteacher
- To become fully aware of the school's policies, practices and other requirements as detailed in the school handbook
- To participate in various extra-curricular activities throughout the year as requested by the staff and the school

The successful candidate is likely to match the following characteristics:

- A high degree of professionalism as an educator
- Experience of working with groups of children within the age range 7 - 11 years
- Ability to establish a warm, loving and supportive environment for children
- Excellent written and verbal communication skills
- Clear handwriting
- Ability to meet children's individual needs
- Being friendly and approachable to children, staff and parents at all times
- Efficient organisational skills
- Able to see the potential of every child
- A commitment to equal opportunities
- First aid trained or the willingness to undertake training
- Ability to use good judgement and common sense
- Ability to work well as part of a team
- Commitment to own professional development
- Ability to attend training relevant to the job (which occasionally falls outside normal hours of work)

- Ability to use IT
- Ability to guide the behaviour of the children using the strategies outlined by staff and found in School policies

Desirable

- HLTA or SEN qualification or equivalent.



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Terms and conditions

Hours: Part time contract, Monday to Wednesday 7.45am to 1.30pm during term time plus all INSETS totalling 35 weeks per year.

Salary: competitive, dependent of skills and qualifications

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution, 5x salary life assurance, cycle to work scheme, complimentary refreshments during term time. There is also free on-site parking.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application form, which can be found on our [website](#). You should provide a covering letter in support of your application addressed to the head of junior school, Matthew Jelley.

Please note: applications should be submitted by email to jobs@claremont.surrey.sch.uk.

Documents must either be in Microsoft Word or pdf format as we are not able to accept any other type of file.

References may be taken up at any stage during the recruitment process.

Closing date : 9.00am Friday 9 May 2025

Interviews will be held week commencing Monday 12 May 2025

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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