



# St Christopher's Prep, Hove

A BRIGHTON COLLEGE SCHOOL



## TEACHING ASSISTANT FULL TIME CONTRACT

Start date: ASAP

# The School

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A CO-EDUCATIONAL PREP SCHOOL IN THE HEART OF HOVE, DELIVERING A FIRST-CLASS ACADEMIC EDUCATION WITHIN A WARM, FRIENDLY AND SUPPORTIVE FAMILY ENVIRONMENT

St Christopher's primary aim is to provide all its pupils with a first-class academic education within a supportive family environment. As part of the Brighton College Family of Schools, we have a very close relationship with the College, and many of our pupils leave St Christopher's to attend the senior school. We benefit hugely from this relationship, through the sharing of knowledge and best practice as well as the use of facilities and termly visits for events and lectures.



St Christopher's children are bright, happy, inquisitive and kind with unique talents and interests. Our talented team of teachers ensure that each child is nurtured and challenged on every stage of their educational journey. We welcome committed and enthusiastic teachers and support staff to our cohesive and friendly team.

The school aims to enable its pupils to:

- learn the habits and rewards of hard work and careful study
- learn to take responsibility for their own actions and to consider the welfare of others
- enjoy discovering and developing their own talents and interests through different curricular and non-curricular activities
- appreciate the value of self-discipline and high standards
- be prepared in such a way as to enable them to gain places at Brighton College or the Senior School of their choice
- develop as individuals through moral and spiritual exploration

St Christopher's is very much a family school and we strive to maintain a caring environment in which kindness, good manners and respect for others is nurtured, encouraged and rewarded. Above all, we ensure that each child is happy and has the confidence to achieve their full potential. Our children are celebrated as individuals and are supported through their journey at St Christopher's by a dedicated and enthusiastic team of Form Tutors.





# The City

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St Christopher's holds a central location in the heart of Hove, well situated for easy access to some of the best sporting facilities, theatres and venues in the city.

The City of Brighton and Hove is a popular destination renowned for its diverse communities, quirky shopping areas, large and vibrant cultural, music and arts scene and has been called the happiest place to live in the UK! With an extensive beach and seafront, and proximity to beautiful rural areas including the South Downs National Park, the opportunities for recreation and leisure are varied and numerous.

Transport links are also excellent, Hove being within easy travelling distance of London and 30 minutes from Gatwick Airport. The school is an easy walk from either Hove or Aldrington train station. The beach is a 5 minute walk away and the school is conveniently situated close to shops and buses.

Many of our staff walk or cycle to work and benefit from school lunch during term time, membership of the Teachers Pension Scheme and school fee remission for children of teaching staff.



# The Role

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Our Teaching Assistants work with teachers to support our students by working with individuals or small group of pupils. They may also be responsible for some learning activities within the overall teaching plan. Teaching Assistants work across departments and year groups providing support and assistance to class and subject teachers.

## **Task and Duties:**

- Support learning by arranging and providing resources for lessons and activities under the direction of the teacher
- Support students in their social and emotional well-being, undertaking playground duties and cover lessons as required
- Understand and support independent learning of all students as required
- Prepare and clear away classroom materials and assist in presenting displays
- Work with students with special educational needs
- Work as part of timetabled team in After School Club
- Providing cover for staff who are absent
- Assisting the Heads of Art, Science, Music and Drama where appropriate
- Running some Prep Clubs at the end of the school day
- Accompanying school outings and trips
- Helping with Forest School and Beach School as required
- Undertake any other specific duties which may, from time to time, be reasonably assigned



# Person Specification

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## **Person Specification:**

The successful candidate is likely to:

- Have the ability to adapt to and enthuse young children
- Have some experience of working in a school environment in a similar capacity
- Understand the complexities and skills necessary to work in a premium prep school
- Have excellent communication skills
- Be cognisant of the importance of Safeguarding and Health and Safety
- Be committed to fully participating in the life of St Christopher's Prep
- Have a competence in ICT
- Demonstrate a commitment to safeguarding and promoting the welfare of others
- Have the ability to support and contribute to the School's responsibility for safeguarding children
- Be willing to go the extra mile
- Be a self-starter
- Be educated to at least A-Level standard

# Welcome from the Head



*Welcome to St Christopher's! I am delighted that you are interested in joining our wonderful school. I would encourage you to make an application and see for yourself what makes us special. Please read on for a flavour of the type of person we are looking for.*

Our staff are positive, caring and ambitious. We strive to:

- Promote a learning environment where children are safe, happy and show consideration for others at all times so that they learn and achieve
- Promote good behaviour at all times, implementing the school's behaviour policy consistently and fairly
- Plan, prepare and deliver a broad and balanced activity based curriculum
- Assess children's learning to celebrate achievements and inform future planning using relevant national and local guidelines from appropriate sources
- Help children learn the habits and rewards of hard work and careful study
- Help children learn to take responsibility for their own actions and to consider the welfare of others
- Facilitate discovering and developing children's talents and interests through different curricular and non-curricular activities
- Create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers
- Create a welcoming, respectful and safe environment for all members of our community and to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and thrive.

In our ISI Inspection 2022, Inspectors commented that:

*"There is a strong listening culture and respect for the values and opinions of others".*

*"Pupils' attitudes toward their learning are outstanding and show successful fulfilment of the School's aims".*

*"The pupils show a high level of respect for one another..."*

*"Pupils make a strong contribution to others, their school community and the wider community".*





# Application Process

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## **Timescales:**

Please apply as soon as possible via email to [headspa@stchristophershove.org.uk](mailto:headspa@stchristophershove.org.uk). We encourage early applications and may well interview on a rolling basis.

St Christopher's Prep School reserves the right to interview and appoint before the published closing date.

To enable us to make any reasonable adjustments, please let us know if you have any special requirements when you submit your application.



## **Terms and Conditions**

St Christopher's Prep is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check. Successful candidates will also be subject to a social media check.

St Christopher's Prep is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Please contact us for a copy of our Equal Opportunities Policy.



## **Salary and Benefits:**

The School operates an independent and competitive salary scale. A free school lunch is available during term time. We are committed to professional development and are a flexible employer.

We welcome visits from prospective candidates - please email [headspa@stchristophershove.org.uk](mailto:headspa@stchristophershove.org.uk) to come and experience our happy and supportive environment. Further information about the school can be found on our website [www.stchristophershove.org.uk](http://www.stchristophershove.org.uk).

Thank you for your interest in St Christopher's Prep, Hove. We look forward to welcoming you to the school.

