



**St Faith's**  
C A M B R I D G E

## Pre Prep Teaching Assistant (Maternity Cover)

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Dear Applicant,

Thank you very much for your interest in the role of Pre Prep Teaching Assistant (Maternity Cover) here at St Faith's School. St Faith's is a co-educational independent day school for girls and boys aged 3 to 13 located in the world-renowned university city of Cambridge. The size and ethos of our school enables us to discover and promote children's talents across a wide-ranging curriculum as well as through extra-curricular activities.

We pride ourselves on our distinctively future-focused curriculum, delivered by highly skilled teaching staff and utilising outstanding facilities. We promote and value each pupil as an individual within our school community and we enable them to develop their academic and social skills to become well-rounded, independent learners, ready and equipped for the next stage of their educational journey.

At St Faith's we promote and enjoy a strong sense of community based on: everyone sharing a clear understanding of the school's values, and this contributes to creating our friendly and supportive community for pupils, parents and staff.

Further information can be found on our website at [St Faith's School \(stfaiths.co.uk\)](http://stfaiths.co.uk)

We would welcome the opportunity to discuss the position with you in more detail. Should you wish to arrange this please contact Cheryl Munden, HR Advisor via email at [hr@stfaith.co.uk](mailto:hr@stfaith.co.uk).

With all best wishes,

Yours sincerely,

*C. Hyde ~ Dunn*

Dr Crispin Hyde-Dunn  
Headmaster



## The School

St Faith's is a co-educational independent day school for girls and boys aged 3-13 years and is a member of IAPS<sup>1</sup>. Located in the heart of the beautiful and stimulating city of Cambridge, our distinguished heritage dating back to 1884, gives St Faith's deep roots upon which we thrive. Curriculum innovation and a focus on the future – recently manifested in Engineering, Computing and Sustainability lies at the heart of our school. St Faith's pupils are renowned for being confident, socially aware and having excellent manners. These attributes, combined with creative intellectual curiosity, notable academic achievement and highly developed emotional intelligence, provide an excellent educational foundation at a crucially important formative age.

Children thrive in our school – they feel both cared for and challenged. We attract exceptional teachers who are encouraged to be innovative and ambitious in developing each child's talents. Small class sizes, outstanding facilities and a flexible teaching approach to meet the needs of the individual enables each pupil to be happy and to fulfil their potential.



<sup>1</sup> [The Independent Association of Prep Schools](https://www.theindependent.org/)

## The Role

We seek to appoint an outstanding Teaching Assistant to work throughout our Pre Prep. This is an exciting opportunity for an enthusiastic, suitably experienced candidate, who has a warm and positive approach, is passionate about education and child development, and is willing to make a significant contribution to the life of our busy and successful school.

The ability to work in our wraparound care programme;

- supporting after school in Pre Prep Late Stay until 17:00
- 1 week at the start of our Easter break, and
- 2 weeks at the start of our summer holiday.

These additional holiday weeks bring the terms broadly in line with state school term times.

## Why Join Us

We are an innovative school with an excellent reputation both locally in Cambridge and nationally. Our alumni provide proof of our success across the education spectrum from prominent and highly successful sports men and women, eminent musicians, scientists, journalists and prominent academics. And our team of staff, both teaching and support are fundamental to our success. There is a diversity of expertise in our staff that is unique to St Faith's that allows us to continue to excel in the Prep School education sector. Our work unlocks the potential of our pupils to be their best selves in a happy and supportive environment.

## Our Mission

St Faith's seeks to be a happy, inclusive and supportive community which welcomes families from all religious and cultural backgrounds. Underpinned by Christian values, we nurture every child as infinitely valuable and uniquely gifted members of the St Faith's family. We aim to cultivate strength of character, distinguished inter-personal qualities, distinctive leadership ability and a keen sense of social responsibility. Our innovative curriculum and future-focused education builds on a strong academic heritage and promotes excellence in all areas.

## Our Support Staff Vision

To ensure a proactive, professional and efficient support service to the school community. Essential to this is effective strategy and planning, clarity of purpose, strong collaboration between departments and adaptability to reflect the threats and challenges from a changing political, educational, social and economic environment. A fundamental component of our success will be a strong focus on people, on high performance, progressive training and career development, on wellbeing, on effective leadership and application of sound management. People based thinking will therefore be a key element of our approach, to ensure high performing teams with a strong identity and ethos.

## Pre Prep Teaching Assistant

### Role Profile / Job Description



| General Information    |                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | Pre Prep Teaching Assistant (Maternity Cover)                                                                                                                                                                                                                                                                                                                                |
| <b>Department:</b>     | Pre Prep                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Location:</b>       | St Faith's School                                                                                                                                                                                                                                                                                                                                                            |
| <b>Job Purpose:</b>    | All Pre Prep teaching assistants are responsible to and work as directed by the Headmaster through the Head of Pre Prep. They are expected to help pupils to meet high standards of behaviour, appearance and punctuality, and have a purposeful attitude to their work. At all times, they are expected to uphold the good name of St Faith's and maintain confidentiality. |
| <b>Reporting Line:</b> | Head of Pre Prep                                                                                                                                                                                                                                                                                                                                                             |
| <b>Working Hours:</b>  | 0800 – 1700, Monday to Friday. Term time plus 3 weeks; 1 week at the start of our Easter break, and 2 weeks at the start of our summer holiday.                                                                                                                                                                                                                              |
| <b>Salary:</b>         | From £26,793 per annum                                                                                                                                                                                                                                                                                                                                                       |

| Role Profile  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Tasks     | <ul style="list-style-type: none"> <li>• Work with children ensuring they feel safe, secure and happy in their environment</li> <li>• Foster children's personal, social, emotional and cognitive development</li> <li>• Manage pupils' behaviour in accordance with school policy offering verbal praise and giving rewards</li> <li>• Contribute to the maintenance of children's progress records</li> <li>• Supervise children during their outdoor play sessions and eating lunch</li> <li>• Support the class teacher providing assistance wherever needed</li> <li>• Work with individuals or small groups on teacher directed activities and provide feedback to the teacher</li> <li>• Ensure punctuality throughout the school day</li> <li>• Take sole charge of a class in the case of teacher absence</li> <li>• Liaise with staff and parents e.g. communicating information about children and offering ideas for planning</li> <li>• Administer basic first aid and clean up any body spills incidents when needed</li> <li>• Attend school INSET programmes and staff meetings as required</li> </ul> |
| General Tasks | <ul style="list-style-type: none"> <li>• To be mindful of the safety of pupils, School employees and visitors</li> <li>• To be mindful of the Health and Safety at Work Act 1974 and other legislative requirements</li> <li>• To adhere at all times to the School's Child Protection procedures</li> <li>• To be aware of and adhere at all times to the School code of conduct and confidentiality</li> <li>• To undertake any other reasonable related tasks as requested by the Head of Pre Prep</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

**Pre Prep Teaching Assistant (Maternity Cover)**  
**Person Specification**

|                                                                                                              | Desirable | Essential | Method of Assessment<br>I/A/T |
|--------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------------------|
| <b>Qualifications and Experience</b>                                                                         |           |           |                               |
| Full and relevant Level 3 or above EYFS qualification                                                        | √         |           | A                             |
| Excellent literacy and numeracy skills, with a grade C English Language and Mathematics or equivalent        | √         |           | A                             |
| Experience of taking responsibility for delivering learning activities with children in the 3 to 7 age group |           | √         | A/I                           |
| Experience of working in a school                                                                            |           | √         | A/I                           |
| <b>Teaching and Learning</b>                                                                                 |           |           |                               |
| Thorough understanding of the EYFS and or KS1 curriculum and how to support learning and development         | √         |           | A/I                           |
| Ability to assist in creating a positive and inspiring learning environment                                  |           | √         | A/I                           |
| Care and concern for children's well-being                                                                   |           | √         | A/I                           |
| Sound understanding of behaviour management strategies                                                       |           | √         | A/I                           |
| Ability to take responsibility, with minimum supervision, for planning and delivering work programmes        | √         |           | A/I                           |
| Demonstrate excellent organisational skills                                                                  |           | √         | A/I                           |
| <b>Personal Attributes</b>                                                                                   |           |           |                               |
| Commitment to supporting the values of the School                                                            |           | √         | A/I                           |
| Ability to work and communicate effectively with colleagues, parents and children                            |           | √         | I/T                           |
| Openness and responsiveness to new ideas                                                                     |           | √         | A/I                           |
| Flexibility and willingness to adapt to the needs of the School                                              |           | √         | A/I                           |
| Proactive approach to improvement and professional development                                               |           | √         | A/I                           |
| Demonstrate initiative and ability to anticipate and solve problems                                          |           | √         | A/I /T                        |
| Demonstrate commitment, reliability and integrity                                                            |           | √         | A/I                           |
| Ability to remain calm, resilient, patient and reflective under pressure                                     |           | √         | A/I /T                        |
| Strong work ethic and boundless energy                                                                       |           | √         | A/I /T                        |
| Good communication and a methodical approach with tasks                                                      |           | √         | A/I /T                        |
| <b>Other Skills</b>                                                                                          |           |           |                               |
| Excellent IT skills for communication and information purposes                                               |           | √         | I /T                          |
| Further interests and skills to contribute to the wider life of the school                                   | √         |           | A/I                           |

**\*Method of Assessment (I-Interview, A-Application, T-Task)** please note that applications will be assessed against the Person Specification using this criteria

## Summary of Benefits

The following benefits are provided to St Faith's for support staff employees:

A competitive salary.

A contributory Pension Scheme through [Standard Life](#).

Employees will be required to pay 5% of salary.  
St Faith's will make a contribution of 10% of salary.

[Lunch](#) provided gratis in term time.



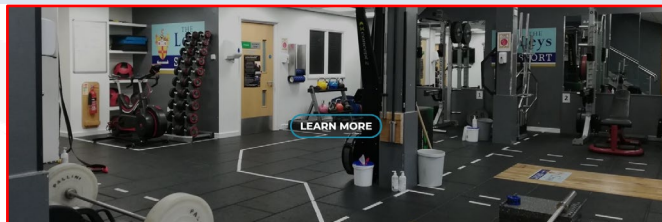
Membership of BUPA healthcare Cash Plan

A range of medical related benefits.

A cycle salary sacrifice purchase scheme.

For purchases of cycles up to the value of £1000.

Free membership of [The Leys](#) sports facilities.



Support for professional development.

All support staff employees will be supported to develop a Personal Development Plan to encourage and ensure professional and career development.

A Death in Service benefit.

Two times your annual salary for your nominated next of kin.

Free parking.

Free parking provided within 5 minutes' walk of the school site.

## So, What's Next? How to Apply

Are you already imagining yourself joining our team? Good, because we would love to hear from you! Click [this link](#) to apply through TES<sup>2</sup>, or apply through our website and we'll be in touch as soon as we can.

Please note the following dates:

- Closing date: Friday 16<sup>th</sup> October @ 1600
- Potential Long Listing Teams calls: After application
- Interviews: TBC

***We reserve the right to close this advertisement early if we receive a high volume of suitable applications.***

The application process will include interviews, a written task and a tour of the school.

## Where Can I Find Out More?

Further information about working at St Faith's is available on the school website (please click on Menu, Further Information, then [Working at St Faith's - St Faith's School \(stfaiths.co.uk\)](http://Working at St Faith's - St Faith's School (stfaiths.co.uk))).

Please also see our Social Media profiles:

[Facebook](#)



[LinkedIn](#)



[YouTube](#)



Our school is committed to safeguarding and promoting the welfare of children and young people and the expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an enhanced DBS check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK required as applicable.

The Foundation is committed to fostering an inclusive culture that promotes values and diversity and celebrates the diverse voice of our community.

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<sup>2</sup> Times Education Supplement (TES) recruitment.