

ST JAMES

Senior Girls' School

Pupil Support Assistant
APPLICANT INFORMATION PACK



WELCOMING
open minds
and open hearts

THANK YOU FOR
YOUR INTEREST
*in working with
us at St James
Senior Girls' School.*

Our warm and diverse community is one of mutual respect and trust, with dedicated, expert teaching staff and compassionate pastoral care. We support our pupils to become their very best selves through genuinely open-minded enquiry and collaboration, underpinned by a belief in the limitless potential of the human spirit.

Academic outcomes and behaviour are excellent, and pupils take seriously our School motto which challenges them to speak the truth, live generously and aim for the best.

Built around a courtyard, there is a tangible sense of calm and purpose as you enter our Kensington Olympia School, and this is embedded in School routines through a short period of reflection at the start and end of every lesson and opportunities for mindfulness and meditation for all staff and pupils.

We value our team, and all staff benefit from regular professional development opportunities, a mentor as well as free refreshments and lunches whilst on site.

I am very happy to discuss any aspect of the position should you wish to do so and look forward to receiving your application.



Emma Bell
Headteacher





ST JAMES SCHOOLS

welcomes open minds and open hearts

Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive School atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

The School is committed to providing a comprehensive range of non-contractual benefits

Meal: Lunch will be provided on your working days in the on-site refectory during School term time.

Discounts: All permanent members of staff who have passed their probationary period may be eligible for School fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

School of Philosophy and Economic Science membership: The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.



JOB TITLE

Pupil Support Assistant

LOCATION
Kensington
Olympia, London



Responsibilities

Responsible to: Deputy Head

Normal working hours: 09:45 - 18:15 Monday - Friday, Term Time Only

An opportunity has arisen to join our fantastic support staff team as a Pupil Support Assistant.

If you are looking for a varied and interesting school-based role, have a flexible 'can-do' approach, a good sense of humour and enjoy supporting young people to be their best selves we would love to hear from you.

- To support pupils with independent educational activities during quiet study during study periods either in a classroom or the school Library
- To supervise pupils during break times and to engage pupils in appropriate playground activities
- To encourage pupils to queue for lunch in a safe and appropriate manner
- To encourage high standards of pupil behaviour at all times
- To dismiss pupils in an orderly fashion at the end of the school day
- To register pupils for after-school clubs and activities and to ensure pupil mobile devices are safely stored during this time and returned to them at the end of their activities
- To register all pupils as they leave the school site after clubs and activities, ensuring all pupils have left the school site by 18:00 except when accompanied by a staff member
- To support the wider school community by welcoming families and visitors to school events such as Open Days or Parent-Teacher Interviews. One Open Day per academic year takes place on a Saturday and one in the evening. The postholder will be expected to attend these whole school events
- To accompany school trips and visits alongside teaching staff when requested during working hours
- To work closely with teaching staff, the Senior Leadership Team, Events Manager and Wellbeing and Pastoral Officer in support of the wellbeing and safety of the young people in our care

Person Specification - Pupil Support Assistant

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.

A DBS check or an enhanced lvel must be undertaken by all candidates and be satisfactory as a condition of employment

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications		<ul style="list-style-type: none"> •Grade C or above GCSE English & Maths •First Aid Training Safeguarding Training 	Production of the applicant's certificates
Experience	Previous experience working with children & young people	<ul style="list-style-type: none"> • Previous experience working in a school 	Contents of the Application Form Interview References
Skills	<ul style="list-style-type: none"> •Time management •Ability to motivate young people •Ability to make and keep excellent written records •interpersonal skills and ability to work with pupils, colleagues and parents •Excellent communications skills •Ability to work independently and as part of a team 		Contents of the Application Form Interview References

**Personal
competencies
and qualities**

- Enthusiasm
- Commitment to the ethos of the School
- Flexibility
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Dependability and good time-keeping
- Ability to take responsibility and show initiative
- Loyalty, personal integrity, discretion and an ability to maintain confidentiality
- Approachable and empathetic
- Commitment to an inclusive workplace

Interview
Reference





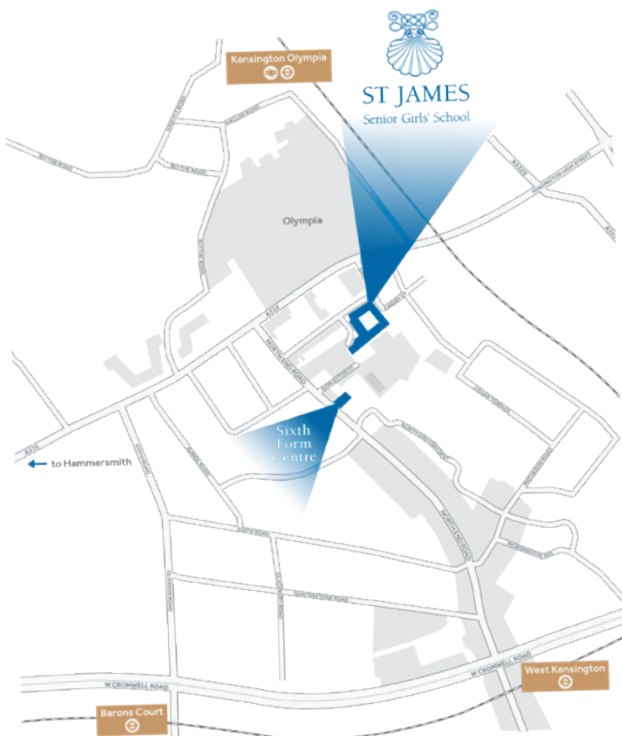
HOW TO APPLY

Please refer to our website for an application form at <https://www.stjamesschools.co.uk/work-with-us/>
Please note, we do not accept curriculum vitae. For more information, please email:
recruitment@stjamesschools.co.uk

Applications should consist of:

- A completed application form.
- A covering letter setting out your interest in the role and details of how you match the criteria outlined in the person criteria.

Please include the details of two referees in either your application or cover letter.



Earsby Street, London W14 8SH | Tel: 020 7348 1777 | stjamesgirls.co.uk

St James Senior Girls School is the trading name of the Independent Educational Association Limited. Registered Office: Earsby Street, London W14 8SH. Registered in England 1222329. Registered Charity No. 270156.

closing date

Noon, July 1, 2024

Interviews

3 July 2024

location

Kensington Olympia, London.

interview date

Interviews will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

transport links

by tube:

District line to West Kensington (5-minute walk)
District line to Kensington Olympia (2-minute walk)
Piccadilly line to Barons Court (10-minute walk)
Overground to Kensington Olympia (2-minute walk)

by bus:

28, 306 stop at Kensington Olympia
9, 23, 27 stop at North End Road

by car:

There is metered parking in the surrounding streets.