



# CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

## **GAP Students**

(Early Years – Year 3)

**Full Time**

**From September 2023**

## **Information for Applicants**



Cranmore *part of the Effingham Schools Trust*  
Epsom Road, West Horsley, Surrey, KT24 6AT  
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

**CRANMORE** **ST TERESA'S**

## About Cranmore



Dear Applicant

Thank you for your interest in the GAP Student roles in our school. Working as a GAP student is rewarding both in terms of future career considerations and being part of an outstanding team delivering excellent education to our younger pupils.



Early childhood education is more than just preparation for future Key Stages of education. It rightly focuses on the holistic development of a child's social, emotional, cognitive and physical needs providing a solid foundation for lifelong learning and well-being. In our February 2022 inspection report, inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent' in all areas.

We are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.

I hope that you will be as excited about the opportunity to join us as we are about building upon our successes.

*Sarah Gallop*

Sarah Gallop  
Head of Lower Prep School

# GAP Students – Responsibilities & the Person

This is an exciting opportunity for students having completed further education and leaving school at age 18 or those graduating from higher education to join our growing independent school as a GAP Student.

We have two positions. The successful applicants will work across year groups from Nursery to Year 3. We welcome applications from individuals who may be considering a career in education and would benefit from a year of experience working in a school.

## ROLES & RESPONSIBILITIES

### General

- Support teachers in the teaching, care and emotional support of pupils in the school.
- To work with class teachers in all aspects of the classroom and curriculum.
- To undertake duties in Breakfast Club, After School Club and during break times as directed by the Head of Lower Prep School.
- Support the Catholic ethos of the School.
- Be aware of and comply with both School and Trust policies and procedures.
- Contribute to the overall aims of the School Development Plan.
- To behave in a manner that is professional, friendly and fair with pupils, colleagues and parents.
- Work cooperatively as part of the wider staff team.
- Participate in a rota of duties between 8am and 6pm.
- Support school events such as concerts, productions and parents' association events.

### Subject & Departmental

- Work closely under direction of the class teacher, providing effective support for the children in the classroom.
- Hear reading - using phonic approach and discussing the text.
- Work with individuals and small groups of children to support their learning and enable all children to make progress.
- Assist with sport lessons in the gymnasium, the sports hall, swimming pool and at outdoor games.
- Accompany classes on educational trips.
- Help with taking and collecting children to and from different areas of the school.
- Supervise pupils in Breakfast Club, After School Club and in the playground as arranged by the Head of Lower Prep School.
- Help another member of staff with occasional duties in the absence of staff.
- Work with initiative within a given framework.
- Take an active and supportive role in the pastoral care of the children. Report any problems or concerns to the Designated Safeguarding Officer or class teacher.
- Attending INSET for professional development.
- Assist with the classroom displays and the organisation of the classroom.
- Photocopying and helping with assessments and putting work into pupils' files and books.

# GAP Students – Responsibilities & the Person

## Qualifications

- Completed further education to at least age 18 (e.g. A Levels, T Levels or BTEC) or completed undergraduate degree.
- GCSE English and Maths at Level 5 or above.

## Skills

*Be able to:*

- Maintain professional relationships with colleagues.
- Cooperate with other professionals and outside agencies employed to work with school and/or pupils.
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with pupils, parents and colleagues.
- Observe confidentiality.

## Personality

- A person who is positive and solution-focused.
- A person who is flexible and who would be adaptable to change.
- A team member able to work on own initiative both in and outside the classroom.
- An individual who is willing to learn and further develop their skills.
- A person who acts in a friendly and professional manner with the children and parents.

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

*ISI Inspection Report, Feb 2022*

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

*ISI Inspection Report, Feb 2022*

Pupils are polite and respectful and develop positive relationships with each other and the staff.

*ISI Inspection Report, Feb 2022*

**Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.**

*ISI Inspection Report, Feb 2022*

# Remuneration and Benefits

***Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.***

**We reward our talented staff with a range of benefits.**

## ***Salary***

Salaries are competitive.

## ***Refreshments and lunch***

Refreshments and lunch provided during term time.

## ***Cycle to Work***

Cycle to work scheme for staff members.

## ***Parking***

Parking for staff members is provided onsite.

## ***Counselling Service***

A free, confidential 24-hour telephone service available 365 days per year.

## ***Use of School sports facilities***

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.

## ***Continuous Professional Development***

All staff have access to training as part of the school’s performance development and appraisal process.

## ***Pension Scheme***

Generous contributory pension scheme for those who meet eligibility criteria.



# Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Head of Lower Prep School should accompany the application form.**

Long listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be given a tour of Cranmore. Candidates subsequently selected for the short list will spend a day at Cranmore completing a series of relevant tasks. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

*Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.*

## Key dates

**Closing Date for Applications: Monday 1 May 2023, 9.00am**

*Applications will be considered upon receipt and we may appoint and close the position(s) before the published closing date.*

**Start date: 1 September 2023**