



Class Cover Assistant

'To Love is to Live.'



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/ Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

Diversity and Inclusion

Manor House School is passionately committed to promoting and supporting a diverse and inclusive community of staff and students.

We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.



Dear Applicant

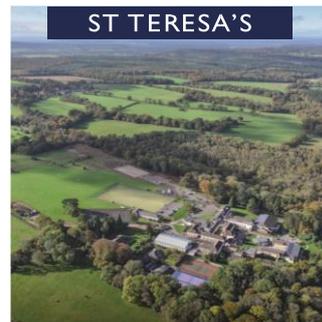
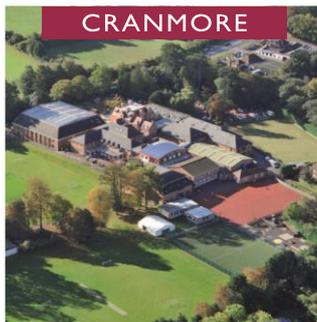
Thank you for taking the time to consider applying for the position of Cover Assistant. I hope that after reading the enclosed information you will be excited and encouraged to join our team. Manor House School is based in Bookham, near Leatherhead in Surrey.

Manor House is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school.

We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and is firmly committed to independent education.

Ms Tracey Fantham
Headteacher



Manor House School is part of the Effingham Schools Trust



About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys from Nursery to Year 2), located in the village of Bookham, Surrey. We are part of the Effingham Schools Trust, working in partnership with the neighbouring schools St Teresa's and Cranmore, delivering all the advantages of both single sex and co-education to girls and boys. We are

members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Horsham, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports pupils to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our pupils' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day-to-day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



Our Values

A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

We aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen on the left, underpin our school maxim "To love is to Live".

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every pupil academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team Benefits

Manor House School employs over eighty staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

Benefits at Manor House School alongside our free parking include:

- access to great support and facilities including an iPad to support teaching and learning
- enthusiastic and intelligent pupils who enjoy learning
- excellent standards of classroom behaviour
- favourable school holidays
- small, safe environment
- well-resourced professional development programme
- access to our tennis courts and outdoor pool
- well-being programme including access to a 24 hour employee assistance programme
- complimentary lunch in the staff dining area with tea and biscuits at 4pm
- significant reduction of fees for own children attending Manor House or other Schools within the Trust.

Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our pupils to achieve their very best. Hard work always produces results and academic success for each and every pupil is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each pupil is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep pupils achieve well above national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our pupils.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.

PROFESSIONAL DUTIES & JOB DESCRIPTION

Cover Assistant

The Role

Cover Assistant will report to the Cover Scheduler. The successful applicant will supervise classes in need of cover during any teaching staff absence. Where no cover is required, you will oversee a number of self-contained administrative tasks. The hours for this role are 8.15am-4.15pm, term-time only.

Key Responsibilities

- Provide classroom cover during a teacher's absence, across the age ranges
- Supervise the delivery of cover work prepared by the teacher
- Supervise after school Prep each day between 4-4.30pm
- Participate in the general life of the school
- Oversea number of self-contained administrative tasks when not required for cover

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Contribute to the extra-curricular programme offering at least one club per term.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

The main duties are listed above but some individual tasks which need to be undertaken may not have been identified fully and employees will be expected to comply with any reasonable request to undertake extra work from either the Headteacher or the Senior Leadership Team

Person Specification

Qualifications	Essential	Desirable
Teaching Assistant Qualification or equivalent		Yes
Recent and relevant safeguarding training		Yes
Experience Skills & Knowledge	Essential	Desirable
Confidence to supervise groups of children	Yes	
Interest in and enjoyment of working with children	Yes	
Committed to achieving the highest possible standards	Yes	
Experience of working with children of different ages		Yes
Competent user of ICT	Yes	
Willingness to contribute to the extra-curricular life of the school	Yes	
Organisational skills	Yes	
Evidence of commitment to own CPD	Yes	
A clear understanding of the curriculum and assessment		Yes
High expectations of children and staff	Yes	
Understanding of child development and ability to recognise and respond to individual pupil needs		Yes
Ability to relate to senior and prep pupils	Yes	
Ability to work as part of a team	Yes	
Ability to communicate effectively both orally and in writing	Yes	
Understanding of issues regarding Health and Safety across the whole school	Yes	
Ability to use an iPad confidently	Yes	
Characteristics	Essential	Desirable
Passionate about inspiring children to learn	Yes	
Enthusiastic, dedicated, and adaptable	Yes	
Committed to promoting equal opportunities	Yes	
Common sense, initiative and proactive approach	Yes	
A positive disposition and good sense of humour	Yes	
Be reliable and responsible for own actions	Yes	

EFFINGHAM SCHOOLS TRUST

Application Process

**Closing date for applications is Friday 22 November 2024
at 0900**

Please submit your application via

Ms Rostron

(HR and Compliance Officer)

Manor House School

Manor House Lane

Bookham

Surrey

KT24 4EN

If you have any further queries, please contact Ms T Hynes via the following email:

TRostron@manorhouseschool.org

For any other enquiries please contact our main office on 01372 458538 or visit

www.manorhouseschool.org

