



Join our friendly team



## Message from the Head

I am delighted that you are considering working with us at Holy Cross Prep.

Set on a stunning eight acre site, Holy Cross is far more than a school; we are a compassionate, vibrant community.

We are privileged to have such a dedicated, caring and committed staff body who all work together to inspire a true love of learning in our pupils. Our teams have high expectations of themselves and work extremely hard; in return we offer competitive salaries and a range of other valuable benefits.

I do hope to meet you soon.

A handwritten signature in black ink that reads "Sarah Hair".

Sarah Hair

## Holy Cross Prep School - Aims & Ethos

Holy Cross Prep is a Catholic school under the trusteeship of the Sisters of The Holy Cross, a teaching order of nuns founded in Switzerland in 1844. It is part of St. Ann's Parish (Kingston) under the Catholic Diocese of Southwark. We provide a Christian education in which the worship of God and gospel values, as well as a knowledge and respect for other faiths and a sensitivity for others, are central to school life.

In the spirit of St Francis, the school is a caring community, which strives to enable each person to realise their full potential spiritually, academically, personally and physically. To achieve this, the school welcomes all faiths and works in partnership with parents, teachers and children to develop the God-given gifts of each person.

The school aims to:

- enable each person to grow to Christian maturity, through our worship of Christ, and fostering our faith journey in life.
- give each child the opportunity for self-growth – spiritually, personally, academically and physically, in the pursuit of excellence in our relationships and teaching.
- develop each child's confidence, maturity and life-long enjoyment and love of learning.
- recognise the individuality of the child and encourage the development of their character and potential through an awareness and respect for themselves and others.
- develop the self-worth and self-discipline of each child and to establish a caring school community.
- prepare children for examinations and entry to senior school within a broad and balanced curriculum relevant to the needs of our children in an ever-changing world.
- develop a strong sense of responsibility, co-operation and tolerance based on the awareness of the needs of others and an understanding of the need for charitable works.
- create and foster a partnership between parents and school with the wider community.



## The Holy Cross Way

'The Holy Cross Way' is a set of values we encourage our pupils to observe from the first day they arrive. Inspired by Christian teachings, these sentiments provide guidelines for our girls, both inside and outside of school, as they strive to build a harmonious, respectful and compassionate community.

As a Holy Cross girl, I will use my **God given gifts** to follow God's path by:

- Serving and helping others as Jesus did.
- Embracing **all school life** has to offer with curiosity and **gratitude**.
- Considering others before myself with **love** and **patience**.
- Persevering to do my personal best at all times.
- Showing **kindness** and **respect** to each other and the world.
- Being a **caring, loyal** and **forgiving** friend in every way.
- Bringing **peace** and resolution in times of conflict.
- Being courteous and greeting everyone with a smile.
- Participating wholeheartedly in school activities.
- Being sincere, **honest** and speaking the **kind truth**.

*"Pupils of all ages and abilities achieve exceptionally high levels of knowledge, skills and understanding."* ISI Report May 2019

## History of the School

The school, which was founded by the Sisters of the Holy Cross in 1926 and moved to the present site in 1971, is located in an historic house with large grounds. The site includes netball and tennis courts, with an all-weather pitch, artificial sports pitch and sports pavilion, all located in a conservation area on Kingston Hill in south-west London. In 2009 the completion of a major building project created new sports, performing arts and classroom areas, with new dining facilities and kitchen.



The school is owned by the trustees of the Sisters of the Holy Cross. The trustees, together with the Advisory Body, are responsible for the governance of the school.





## Why work at Holy Cross School?

Here at Holy Cross Prep, we all work together as part of a supportive and happy team to deliver an outstanding educational provision for our pupils.

New staff can expect to join a collaborative, social community in a fast-moving school environment. We have exceptionally high standards, and every member of staff works hard to support the education of our pupils.

We value our team and offer the following key benefits:

- Enthusiastic, well behaved pupils
- Dynamic, creative curriculum
- Our own competitive salary scale with salaries above those paid in the maintained sector
- Fee remission scheme (pro-rata for part time staff)
- CPD programme
- Access to a pension scheme (TPS for teachers)
- Induction/mentor for new starters
- Free lunch & hot drinks during term time
- Free parking on site
- Shopping discounts
- Wellbeing initiatives
- Cycle to work scheme
- Social team

*“Pupils develop excellent levels of self-confidence, self-esteem, self-discipline and resilience.”* ISI Report, May 2019

## Safeguarding

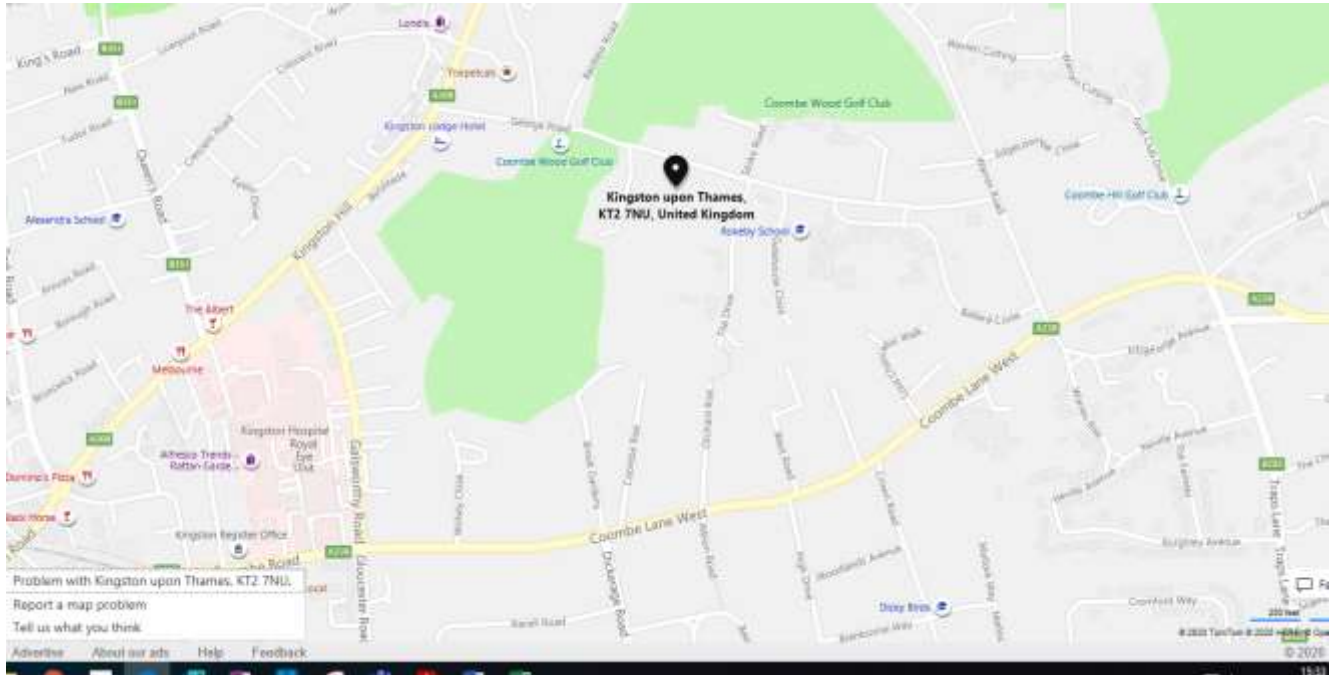
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Applicants must produce evidence of their right to work in the UK.

Holy Cross Prep School is an equal opportunities employer.

# Location and Contact Details

Holy Cross Prep school is located on a beautiful, green 8 acre site just outside Kingston upon Thames town centre. We have a wealth of both indoor and outdoor facilities to support the education of our pupils.

The school has parking on site and is well served by public transport, being approximately 20 minutes walk from Norbiton train station.



Address: George Road, Kingston, KT2 7NU

Telephone: 0208 942 0729

Email: [Secretary@holycrossprep.com](mailto:Secretary@holycrossprep.com)

# THE ROLE OF TEACHING ASSISTANT

We are looking for an experienced and well qualified Teaching Assistant to join our thriving, vibrant and friendly teaching team. You would start in January 2021 and support our teaching staff in the preparation and delivery of the curriculum. The successful candidate must have relevant teaching experience; be competent in the use of ICT and sympathetic to our Christian ethos.

Reporting To: Headteacher  
Head of Pre Prep/ Head of Juniors

## Main Responsibilities

### **SUPPORT FOR PUPILS**

- Supervise and/or teach the activities of individual, groups and classes of children with differing needs to ensure their safety and facilitate their educational development, this may include planning and reporting to parents where necessary
- Supervise the activities of whole classes of children with differing needs to ensure their safety and facilitate their educational development
- Provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individuals, groups and whole classes of children
- Provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises
- Be responsible for promoting and safeguarding the welfare of the children in our school.

### **SUPPORT FOR TEACHERS**

- Actively participate with teaching staff in the planning and preparation of the curriculum
- Evaluate pupils' progress through a range of assessment activities and monitor pupils' participation, progress and responses to learning
- Contribute to maintaining and analysing records of learners' progress
- Complete admin tasks such as photocopying and filing
- Prepare display materials and teaching resources
- Actively promote the use of ICT within the classroom.

### **SUPPORT FOR CURRICULUM**

- Understand the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme
- Understand the key factors which affect the way pupils learn.

### **SUPPORT FOR THE SCHOOL**

- Support moving the school forward through being familiar with and supporting the objectives in the SDP
- Support all school policies including those relating to managing diversity and inclusion, and promoting positive attitudes, values and behaviour
- Maintain successful relationships by treating pupils consistently with respect and consideration
- Assist in the supervision of children outside the classroom including in playgrounds, dining areas or on visits outside the school premises
- Undertake other relevant duties allocated at the discretion of the classroom teacher, headteacher or other designated supervisor
- Support school productions, eg by managing the costumes.
- Attend and support school events including those outside of school hours

## **GENERAL**

- To work independently and as part of a team under the direction of the class teacher
- To maintain confidentiality at all times
- Participate positively in performance management and monitoring procedures
- Participate in arrangements for further training and professional development by attending INSET and CPD courses.

*This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the head teacher. This job description should be seen as enabling rather than restrictive and is subject to annual review.*

## **Person Specification**

### **Required Experience and Qualifications**

- Teaching qualification or NVQ 3 for Teaching Assistant or equivalent qualification or experience.
- Training in the relevant strategies, eg Literacy/formative assessment
- Experience of teaching children of relevant age in a learning environment.

### **Abilities/Skills/ Knowledge**

- Excellent numeracy/literacy skills.
- Ability to use ICT effectively to support learning.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national curriculum and other relevant learning programmes.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Ability to improve own practice/knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults.
- An understanding of classroom roles and responsibilities and your own position within these.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Ability to work effectively as part of a team and contribute to group thinking, planning etc.
- Ability to use own initiative and work independently.
- Excellent communication skills with adults and children, verbally and in writing.
- Motivate, inspire and have high expectations of pupils.
- Creative approach to problem solving.
- Ability to adapt quickly and effectively to changing circumstances/situations.
- Ability to work calmly under pressure.
- An awareness of, and commitment to, equalities issues.
- Ability to record and assess pupil progress/performance etc.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

### **Personal Attributes**

- Motivated, enthusiastic and flexible
- Friendly, helpful, welcoming
- A desire to develop yourself and those around you as individuals
- Ability to work under pressure
- Excellent record of attendance

- Accurate with good attention to detail
- Ability to work within a team
- Good sense of humour

## Salary and Benefits

The post is permanent and term time only (34 weeks per annum)

Salary: £18307 to £21859 dependent upon qualifications and experience

Hours: Full time 8am to 4pm, Monday to Friday, term time including INSET days

Benefits of working for us:

- free parking on site
- shopping discounts
- access to a Cycle to Work scheme
- access to a pension scheme
- death in service benefits of 3 x salary

## Application and Interview

If you have what we are looking for and would like to join our friendly, supportive team, please complete and return an application form to [recruitment@holycrossprep.com](mailto:recruitment@holycrossprep.com). Application forms and our Privacy Notice are available on the school website's [vacancy page](#).

Applications should be completed in full providing all information requested. In particular, please ensure that you have included a full employment history breakdown since leaving education and if there are any gaps in your history please state the dates and reasons why.

**The closing date for applications is 11.59pm Wednesday 11<sup>th</sup> November 2020.**

References will be taken up, where possible, prior to interview. Should you require any further information or would like to arrange a visit to the school please contact Lindsey Banks, deputy bursar on 020 8942 0729.

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Applicants must produce evidence of their right to work in the UK.***

Holy Cross Prep School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's gender, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, are followed at all stages of the selection procedure.