



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of **GAP Student**

Full Time

From 1 February 2025

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 Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. 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'.

Since September 2019 we have been part of the Effingham Schools Trust, resulting in the widening of the provision to offer education for pupils age 2 to 16 at Cranmore before pupils join the co-educational sixth form on our sister school St Teresa's site. Cranmore has a wonderful 25-acre site and is blessed with fantastic facilities.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt
Headmaster

GAP Student – Role & Responsibilities

Cranmore has a wide and enriching curriculum supported by outstanding facilities. The school caters for pupils from Nursery through to Year 11 and is renowned for its wide and exciting curriculum across all year groups.

The Good Schools Guide says *'Every parent believes their child is exceptional – at Cranmore they can be'*.

This is an exciting opportunity for students who have completed further education and are leaving school at age 18 or those graduating from higher education, to join our school as a GAP Student working to support the Lower Prep Department (Reception to Year 3) and the Art Department across the school. Anyone considering a career in education or wanting to experience working in a thriving organisation before deciding on their career path would benefit from joining the Cranmore community.

ROLE & RESPONSIBILITIES

General

- 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.
- Promote and meet the requirements for the safeguarding and wellbeing of pupils.

Subject & Departmental

- To support the departmental teaching staff in providing students at Cranmore with an enriching education promoting high levels of achievement and progress.
- Prepare materials and resources as required by the subject teacher prior to lessons.
- Ensure resources are kept in optimum condition.
- To assist departmental staff in developing appropriate resources for teaching and learning.
- To provide support for the teacher during practical lessons.
- To assist teaching staff in promoting and raising the profile of the subjects within and outside School.
- To be willing and enthusiastic to take on tasks which support the dynamism of the department.
- Provide subject specific and administration support to the department.
- Work with and liaise with support staff across the school including school office, facilities and finance.

GAP Student – 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 should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with at which their relevant skills and experience will be discussed in more detail. Interview panels will include at least one person trained in Safer Recruitment. Candidates will also be given a tour of Cranmore and may be asked to complete a series of relevant tasks.

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: Friday 24 January 2025

Start date: 1 February 2025