



# CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

**Teaching Assistant**

From February 2025  
(Maternity Cover)

**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**

# Welcome from Head of Lower Prep School

Dear Applicant

Thank you for your interest in the Teaching Assistant role in our Lower Prep School (Nursery to Year 3). Our Lower Prep school enjoys well-equipped classrooms and outdoor areas. Children also use the swimming pool, gym, sports hall, music building and Forest School, all within the school site.



Early childhood and KS1 and 2 education is more than just preparation for the next stage in a child's 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.

I am hugely proud of our outstanding Lower Prep team and wish to build upon this excellent foundation by recruiting the right staff to join us. 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.

A handwritten signature in blue ink that reads "Sarah Gallop". The signature is written in a cursive, flowing style.

Sarah Gallop  
Head of Lower Prep School

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**Faith**

**Character**

**Community**

**Compassion**

**Intellect**

**CRANMORE**

INDEPENDENT DAY SCHOOL

# Teaching Assistant

## MAIN PURPOSE OF THE JOB

- To support teachers in the teaching and learning of pupils, the care and emotional support of pupils and the behaviour management of pupils in the school.
- To assist in the organisation, administration and delivery of the curriculum in the school. To support and uphold the Catholic ethos of the school.

## SUMMARY OF POSITION

To work directly with the class teacher in all aspects of the classroom and curriculum. To undertake duties (for example supervision on the playground) as directed by the Head of Lower Prep School.

## DUTIES AND RESPONSIBILITIES

- Work closely with and 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 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 Head of Lower Prep School (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 pupil's files and books.

## KEY PERSONAL ATTRIBUTES

- 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.
- A person who understands the importance of confidentiality.

## HOURS OF WORK

40 hours per week (excluding a half hour for lunch each day), Monday to Friday, during term time between the hours of 8.00am and 5.00pm.

# 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 and in line with independent school teaching scales.

## *Continuous Professional Development*

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

## *Pension Scheme*

Generous contributory pension scheme.

## *Refreshments and lunch*

Refreshments and lunch provided during term time.

## *Parking*

Parking for staff members is provided onsite.

## *Cycle to work*

Cycle to work scheme for staff members.

## *Employee Assistance Programme*

A free, confidential 24-hour telephone service.

## *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.



# 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.**

Short 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 teach a lesson, complete a series of tasks and be given a tour of Cranmore. 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 13 January 2025**

**Start date: 1 February 2024**