



St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Gap Assistant for Autumn Term 2021 Full Time • Fixed Term

About St Catherine's School

St Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 120 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

We seek to appoint a Gap Assistant(s) for the Autumn Term 2021 which runs from September to December 2021. The role of the Gap Assistant is to provide support to the day-to-day running of the St Catherine's Senior and Prep schools across various departments.

Personal and Professional Qualities Required

The successful applicant will be enthusiastic and professional, being able to work independently and as part of a team. They will display confidence in working with colleagues and pupils, and willing to make a positive

Station Road, Bramley, Guildford, Surrey GU5 0DF | T: 01483 893363 | E: schooloffice@stcatherines.info | www.stcatherines.info

contribution to the whole school. Having a strong passion and ability for assisting in a variety of extra-curricular activities is advantageous.

Practical Information about the Post

The direct line manager for Gap Assistants is Mrs Helen Harkness, Symes Boarding Housemistress, who is overseen by Mrs Alice Phillips, Headmistress and Head of Boarding. Gap Assistants should speak with the Head of Boarding if there are any concerns or issues regarding their role. Duties and tasks undertaken in the Prep School will be overseen by Mrs Wendy Gibbs, Deputy Head - Staff.

Gap Assistants will receive an induction programme at the beginning of term. This incorporates training and information relating to their role in the School and Boarding Houses as well as important recruitment checks carried out by members of the HR Department. Within the induction programme confidentiality/pastoral issues, as well as Health and Safety matters will be addressed in line with school policies. The induction is planned by our Gap staff coordinator Mrs Helen Harkness.

Gap Assistants are required to arrive 3 days before the beginning of each full term and stay 1 day after the end of each term. At Half Term they may leave on the Friday evening and return on Sunday evening. Staff will be issued with working dates upon arrival and should not follow the dates given on the School website which are for pupils, not staff.

There will be an allocated period of free time each day. The Gap Assistants are free for two weekends in three, from Friday evening until Sunday evening. On the third weekend the Gap Assistants will be on duty assisting with the boarding weekend program. Dates when the Gap Assistants are needed at weekends will be given at the beginning of the year.

The role of Gap Assistants may include:

- Covering a variety of duties which require the supervision of pupils both in the Senior and Prep School
- Assisting in lessons, mainly Art and PE but not exclusively
- Organising, or assisting with, boarding house activities
- Assisting in the school offices
- Assisting in the school shop
- Administrative support for staff
- Assisting on school day trips and or residential trips over a number of days
- Assisting in the school libraries with administration and stock control
- Assisting with school functions such as plays/productions, Harvest/Carol services etc.
- Assisting at some PE sessions
- Lifeguarding for swimming lessons – if qualified
- Swimming Assistant in lessons to include being in the water with beginners
- Sorting bedding for delivery to external laundry

Other tasks as required, that the Head of Boarding and Gap Assistant Coordinator deems as necessary, and appropriate for a Gap Assistant to complete. Flexibility and a willingness to participate fully in the life of the School are essential.

High standards are expected of staff as well as pupils, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the Boarding houses well resourced.

iPad School

In 2014 St. Catherine's became an iPad School, and all students from Year 5 upwards have their own iPads. Staff are not *required* to have an iPad or to use one in presenting teaching materials in the classroom, though

all rooms are provided with Apple TVs as well as PCs and projectors or IWBs. However, staff *are* required to ensure that all resources needed for teaching are made available in an electronic format for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are readily available to all colleagues.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful.

Remuneration

The remuneration will be according to the Gap Assistant rate. The post includes accommodation and all meals during term time.

Accommodation and Other Benefits

Accommodation comprises self-contained flat to be shared with 1 other Gap Assistant. All meals are provided during term time but Gap Assistants need to be self-sufficient in the holidays.

Gap Assistants have access to the School's leisure facilities – pool, fitness suite, tennis courts and squash courts – when these are not in use by the girls or external agencies.

Applications

The application form should be returned to the HR Administrator, Mrs Netty Creswell, as soon as possible, and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at <https://www.stcatherines.info/welcome/job-opportunities>
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on netty.creswell@stcatherines.info.

Thank you for your interest in St Catherine's School.

Mrs Alice Phillips
Headmistress and Head of Boarding
February 2021