



St Catherine's BRAMLEY

Patron: Her Majesty The Queen

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 members of the Graduate Gap Staff Full Time • Fixed Term for one academic year from September 2024

About St Catherine's School

St Catherine's was founded in 1885 and in 2020 celebrated 135 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 885 pupils aged between 4 and 18. The Prep School has 245 pupils aged 4 to 11 and the Senior School 640 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 in the Surrey Hills Area of Outstanding Natural Beauty.

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 two Graduate Gap Staff members from September 2024 to July 2025 who will be resident in staff accommodation and therefore members of the larger Resident Staff Team made up also of teachers. The role of the Graduate Gap Staff is to provide support for the day-to-day running of the St Catherine's Senior and Prep schools across various departments. This provides an opportunity to experience the life and work of teachers and see how a busy through school runs. We have both Primary and Secondary Phases.

The successful applicants will work at times alongside the School Leaver Gap students, lending some leadership within that team and mentoring the younger Gaps. However, for the majority of the time they

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will undertake duties more suited to their greater maturity and graduate qualifications, having some opportunities to experience school life in areas of particular interest to the applicant. These may include areas of specific academic subject interest, age group of pupils or extra-curricular activities. Applicants are asked to refer to these in their letter of application. The role includes being member of the Resident Staff Team for boarding house supervision duties, again offering insights into the pastoral care of pupils, and joining the team of Assistant Tutors in the School House system. The post would therefore suit a graduate considering a career in teaching/education and wanting to gain insight and understanding before committing to teacher training.

This is a position which is only suited to a female applicant because of the need for overnight supervision of girls in the boarding house.

Personal and Professional Qualities Required

The successful applicant will be an enthusiastic and professional graduate, able to work independently and as part of a team. She will display confidence in working with colleagues and pupils and be willing to make a positive contribution to the whole school. Having a strong passion for, and ability to assist in, a variety of extra-curricular activities is advantageous as will be a confident presence when on duty in a boarding house at bedtime.

Practical Information about the Post

The direct line managers for the Graduate Gap Staff are Mrs Helen Harkness, Senior Boarding Housemistress (for resident staff duties) and Mrs Claire Wyllie, Director of Staff (for daytime schedules). Duties and tasks undertaken in the Prep School will be overseen by Mrs Denise Irons, Prep School Deputy Head – Staff elect. The Graduate GAP will be assigned to a schoolhouse tutor group and depending on their academic subject interests, they would be linked to particular academic departments or other aspects of the school system, i.e. administration.

The Graduate Gap Staff will receive an induction programme at the beginning of term on their arrival. This includes important, mandatory Safeguarding 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 and Health and Safety matters will be addressed in line with school policies. The induction is planned by the Gap Staff Coordinator.

The Graduate Gap Staff are required to arrive prior to the start of term to attend important INSET and Safeguarding/Child Protection training. Staff will be issued with working dates upon appointment and should not follow the dates given on the School website which are for pupils, not staff.

The Graduate Gap Staff are included in the weekend resident duty plan and must work 3 full weekends in the Autumn Term and 2 in the Spring and Summer Term. Dates when the Graduate Gap Staff are needed at weekends will be given at the beginning of the academic year for the first term and in advance as far as possible for the subsequent terms. Weekend duty involves some hours in contact time with the boarders and the rest of the time on call nearby but able to be in their own accommodation.

The specific duties of Graduate Gap Staff include:

- be focused on Safeguarding of pupils at all times.
- a full duty evening once a week in a designated boarding house alongside the Boarding Housemistress or Assistant Boarding Housemistress assisting with after school supervision of boarders and evening roll call.
- a half duty evening once a week in a designated boarding house alongside the Boarding Housemistress or Assistant Boarding Housemistress assisting with after school supervision of boarders.
- assisting in an extra-curricular area, such as the Drama/Sport/Music department (according to the applicant's expertise and skills). In Drama, for example, this would include supporting the rehearsal process for school productions. In Music, it could involve supporting an ensemble or choir preparing for concerts. In Sport, assisting with a training session or weekday match fixture.

- covering a variety of duties which require the supervision of pupils both in the Senior and Prep School during the school day.
- assisting in lessons in the academic subject area of interest depending on skills and aptitude of the applicant. We would particularly welcome applications from Geography or Science graduates. There could also be possible involvement in Art/Drama/PE
- organising, or assisting with, boarding house activities on designated weekends
- assisting in the school offices
- administrative support for staff in a designated area
- occasional opportunities to join the staff team leading day trips to places of interest for curriculum study or residential trips in Activities Week in July.
- other tasks as required, that the Senior Boarding Housemistress and Director of Staff deem necessary, and appropriate. Flexibility and a willingness to participate fully in the life of the School are essential.

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

Being an iPad School

We are committed to using digital learning alongside traditional educational values to offer the best of both worlds. The technology is there to support the learning. We make use of the iPads to redefine what we can do in a classroom to encourage collaboration, and to stretch, challenge and support students.

In 2014 St Catherine's became an iPad School, and all students from Year 5 to Year 9 have iPads that are the property of the School and are managed by the IT Department. Years 10 to 13 have their own iPads and/or laptops of choice in the Sixth Form. Staff are not required to have an iPad but are welcome to use any private device to facilitate their teaching. A laptop-style device is provided by the School to teaching staff operating in classrooms. All rooms are provided with screen-mirroring solutions and projectors/LFDs. Staff *are* required to ensure that all resources needed for teaching are made available in an electronic format (Google Classroom and Microsoft Teams are our current chosen platforms) 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 delivered to all colleagues.

Support is freely available to all staff from the Director of Digital Technologies and the Head of Digital Learning.

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. For the Graduate Gaps, involvement would come through their specific areas of interest.

Remuneration

The remuneration will be according to the Graduate Gap Staff salary scale. The post includes accommodation all year round and all meals during term time.

Accommodation and Other Benefits

Accommodation comprises a single room in a shared flat or house. All meals are provided during term time, but the Graduate Gap Staff need to be self-sufficient in the holidays but can live in their accommodation all year.

Graduate Gap Staff 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, Miss Nicky Johnston, 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 jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

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

Mrs Alice Phillips
Headmistress
April 2024