



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

Appointment of

Part Time Classroom Assistant

Required from September 2016



REIGATE ST MARY'S

PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior College schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

www.reigatestmayrs.org

Part Time Classroom Assistant

1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

3. Job description

The main responsibilities will include:

- To support form teachers in delivering the curriculum across a range of subjects in selected Key Stage 2 classes, to include:
 - Preparing resources for lessons.
 - Escorting groups of children around the school to specialist teachers.
 - Assisting children with organisational tasks.
 - Hearing and supporting readers.
 - Completing reading record books.
 - Helping teachers to create stimulating displays.
 - Helping to maintain a safe, tidy environment.
 - Working with small 'ability' groups, within the classroom.
 - Working with SEN needs groups, under the guidance of the teachers.
 - Accompany children on outings and out of school activities, within the school day where required.

Further Responsibilities

- To supervise breaks and lunch times as part of the school rota.
- To occasionally supervise classes in cases of staff absence. (Supply or cover staff are normally used).

General

- Uphold the Headmaster's core values.
- Support the Head in promoting the school's Christian ethos.
- Be a role model and insist upon good manners and courtesy.
- Assisting the teaching staff in other administrative areas, in times of pressure/staff absences.

Additional Responsibilities

- An ability to assist with the teaching of Games would be advantageous.
- An ability to drive a minibus would be advantageous.
- The ability and willingness to offer an extra-curricular break time or after school activity would be welcomed.
- Flexibility to supervise extended day groups, by agreement with the school's senior management team, would be advantageous.

4. The Person

The successful candidate will have, or be able to demonstrate, the following:

Qualifications/skills

- Good education
- good communication skills;

Qualities

- efficiency, commitment, a sense of humour, ability to work under pressure;
- the initiative to work on his or her own, but the sensitivity to work as part of a team;
- confident, but sensitive to pupils and parent's needs;

Personal

- experience of good practice;
- in sympathy with the school's Christian ethos.

Above all, the successful candidate must care about the education of young people.

Although a day school, many activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

5. Terms and Conditions

- We are looking for two part time classroom assistants to work term time only. One to work 40% of an fte and one work 50% of an fte.
- Employees are entitled to join the School's auto enrolment pension scheme.
- Successful applicants will be vetted by the Disclosure and Barring Services and will be required to complete an Online Pre-Placement Medical Questionnaire.
- The school has a strict no smoking policy.

7. Salary

- Non-teaching staff at Reigate Grammar School are remunerated according to their own salary scale.
- The salary for this position will be commensurate upon qualifications and experience.
- A cost of living salary review will be held every April.

8. Child Protection

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Safeguarding Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are available on the Reigate Grammar School and Reigate St. Mary's websites (www.reigategrammar.org or www.reigatestmarys.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

7. Applications

Applicants are asked to complete the Support Application Form and Supplementary Information Form available on the school website and send them with a supporting statement to the Headmaster by 11 April 2016.

Applications should be addressed to the Headmaster and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.