



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Teaching Assistant

Full Time

From January 2026

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 Prep School

Dear Applicant

Thank you for your interest in the Teaching Assistant role in our Prep School. Our 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 2025 inspection report, inspectors highlighted that the personal, physical and emotional health of children in the early years is well supported by the warm relationships they enjoy with staff and the support they receive in learning.

I am proud of our outstanding 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 "T Heaver". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Toby Heaver
Head of Prep School

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 across years Reception to Year 3 (allocated based on candidate's experience and resourcing requirements). To undertake duties (for example supervision on the playground) as directed by the Head of 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 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 Prep School (Designated Safeguarding Officer) or class teacher.
- Attend INSET for professional development.
- Assist with the classroom displays and the organisation of the classroom.
- Help with assessments, including photocopying and putting work into pupil's files and books.
- Assist with before and after school supervision of children.

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 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 13th October 2025

Start date: January 2026