



STREATHAM & CLAPHAM

PREP SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

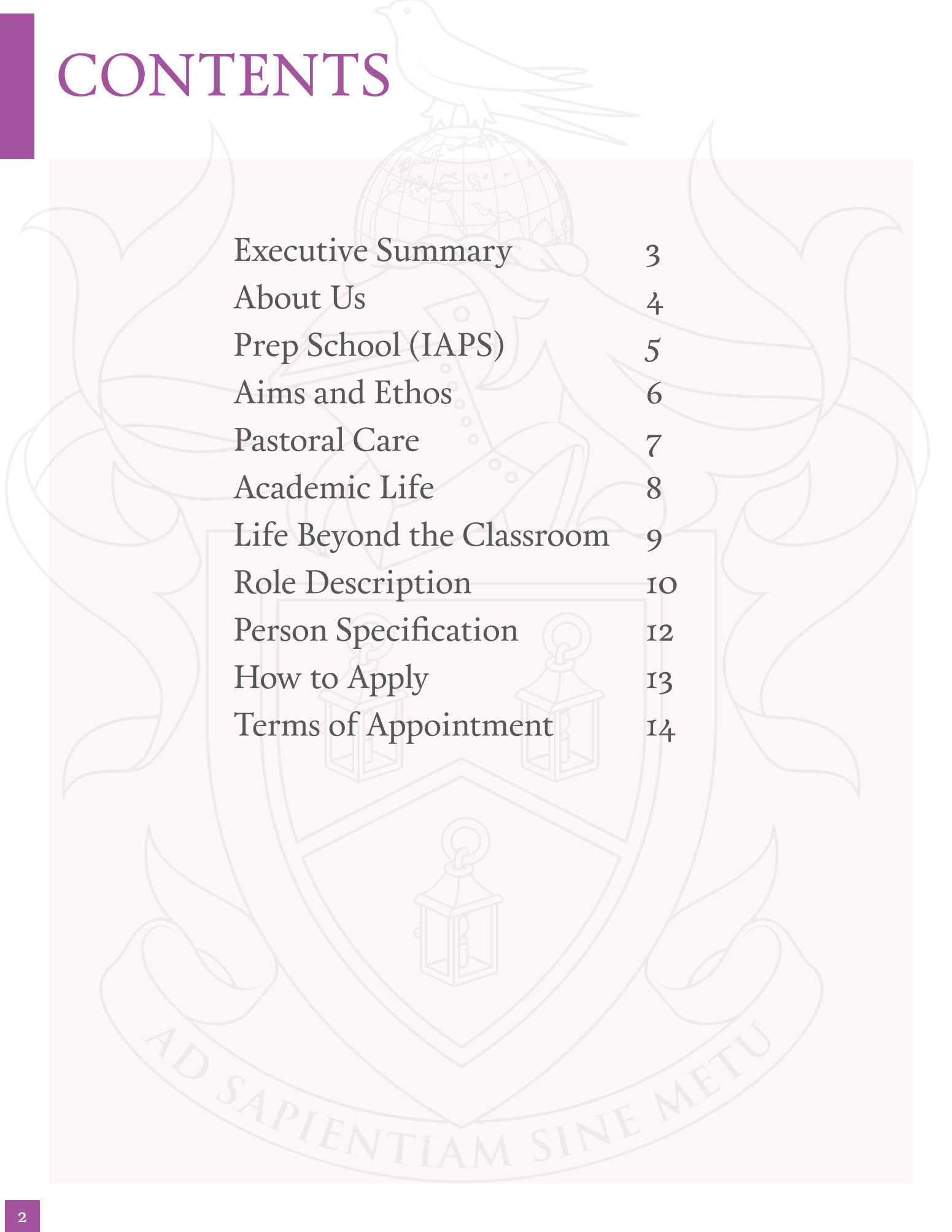
Job Application Information

Part Time After
School Care support

April 2024



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EXECUTIVE SUMMARY

Streatham & Clapham High School seeks to appoint an NVQ L3, or equivalent, qualified colleague who is enthusiastic, inspirational, and keen to join this thriving and vibrant day school.



We are seeking a dynamic and innovative colleague to join our talented and committed Prep team.

The successful candidate will support in facilitating After School Club provision which runs from 15:00 - 18:00 during term time.

The successful candidate should hold an NVQ Level 3 or equivalent. Ideally, they will have experience in EYFS, KS1 or KS2 settings and be able to demonstrate evidence of working successfully in a school environment or with young children.

Most importantly are enthusiasm, flexibility, a sense of fun and an ability to bring out the best in pupils.

The role is based on 15 hours per week, working five days commencing at 15:00 to 18:00.

The post-holder is accountable to the Head of Prep.

The post commences from April 2024.

ABOUT US

We are one of the UK's leading private girls' schools, educating pupils from Nursery through to Sixth Form. Pupils prosper in a vibrant setting that provides challenge and width of opportunity. They thrive on account of the school's family ethos, and draw strength from the school's rich social and cultural mix.

Streatham & Clapham High School is an independent, academically selective school for girls aged 3–18 with over 870 pupils across the Prep and Senior Schools. The Prep School is located in spacious buildings with outstanding facilities in Streatham Hill.

The Senior School inhabits a four-acre site focused on an impressive 1930s building in a delightfully tranquil and leafy oasis of south London. Founded as Brixton High School in 1887 by the Girls' Public Day School Trust, it is one of the Trust's earliest member schools, and we are proud of our heritage and founding principles of breadth, fearlessness, inclusivity, and a focus on developing every individual to achieve their potential, and this is articulated in our motto: Towards Wisdom Unafraid.

SCHS holds true to its founders' mission, and we are proud of our exciting and challenging curriculum, with a commitment to innovative teaching and excellent relationships across the community.

School life embraces a broad range of sporting, artistic, social, and cultural opportunities in an environment specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

The school has first-class facilities, providing an environment that enables pupils to develop their interests and strengths both inside and outside the classroom.

The best outcomes and experiences for the girls are at the heart of all that we do, characterised by a warm, supportive, and positive culture. This helps build pupils' confidence, self-fulfilment, resilience, and happiness.

A richly diverse culture underpins this with kindness, generosity, opportunity, and social responsibility, combining a global outlook with a sense of local belonging.

The School is part of the GDST, the leading network of independent girls' schools in the UK, founded in 1872.

The Head is a member of HMC and GSA. The Head of the Prep School is a member of IAPS. The GDST is a founding member of the International Coalition of Girls' Schools.

For more information, please visit the school website www.schs.gdst.net.

PREP SCHOOL (IAPS)

We are proudly inclusive of a range of academic abilities and judge success by development and progress. Our promise is that every girl will exceed beyond expectation.



The Prep School offers an inspiring and challenging academic education for its pupils in a lively, vibrant, and supportive environment. The family ethos of Streatham & Clapham High School enables the staff to know, value and nurture each pupil as an individual.

The school celebrates diversity and draws strength from its rich social and cultural mix. The aim is to create a safe, happy, and secure learning environment so that each child achieves her or his maximum potential in all aspects of school life and daily endeavour. When pupils move on, the school wants them to be confident, responsible global citizens with a love of learning and a desire to contribute positively to society.

The school's priority is always for the individual child, and it seeks to encourage both academic and personal development through structured, meaningful, and enjoyable activities. The school's pupils thrive in a family atmosphere where learning is fun; each day has exciting opportunities that encourage each pupil to develop her own strengths and nurture her extra-curricular interests.

The academic ethos of the school is firmly underpinned by its strong and supportive pastoral care, which enables its pupils to feel secure in trying new activities and to understand that making mistakes is part of their learning journey. The principles of care, courtesy and respect are central to the school, and it is through these values that all members of the school community thrive.

AIMS AND ETHOS

Our vision is to be unrivalled in empowering our young women to discover, nurture and project their unique identities and character. Our purpose is to enable every girl to achieve beyond the bound of expectation on a daily basis, across the spectrum of endeavour.



The school offers its pupils an inspiring, enlightened, and intellectually challenging education in a lively, vibrant, and warmly supportive environment. The school's family ethos enables us to know, value and nurture each pupil as an individual and we are determined that all members of the school community should be inspired to outperform expectations daily.

The pursuit of excellence is the school's defining feature. It nurtures pupils to attain success and self-awareness across the widest spectrum of activity, extending far beyond the 'academic' horizon. The school's pupils, whether very able or late developers, discover their unique identity and achieve beyond the realms of expectation.

Intrinsic to pupils' success are the school's expert and alert pastoral systems. The care extended to all pupils enables them to make outstanding progress, both academically and in their personal development. They mature into confident, accomplished and well-adjusted young women, prepared for the challenges of university education and their future careers, rooted in our core values of kindness, respect, integrity and compassion.

- We nurture, not coerce, excellence
- We are a family, not a factory, school
- We celebrate difference through our diverse community, drawing strength from all that is great about London
- We have an unstinting commitment to innovation; we do not stand still but are trailblazers
- We draw strength from being part of the GDST family of schools, being pioneers in, and the shapers of, girls' education.

PASTORAL CARE

“Pupils are highly respectful of each other and exhibit qualities which reflect their concern for justice.” ISI Report, 2019



Our pastoral care and personal development are of paramount importance and involve all children and adults who participate in the daily life of the school. We place strong emphasis on the creation of a supportive atmosphere, and we encourage our girls to strive to achieve their personal, social, and academic goals.

From the chef in the dining room to the PE teacher on the playing field, all of our staff know our girls. Each teacher offers his or her girls day-to-day support and communicates frequently with parents, through an informal chat at the end of the day or via email, a phone call, or a note in the girl's diary.

We encourage our girls to take a 'can do' approach to their school lives and find that pastoral care encourages character-building.

The girls become increasingly familiar with facing challenging situations with greater confidence when they apply the personal strategies they have been encouraged to adopt to their daily lives.

On entry to the school, each girl is allocated to one of four Houses. This creates four, smaller 'family' units within the school community to which the girls develop a strong affinity.

Older girls play a responsible role whilst remaining accessible and familiar to other children. They are then better equipped to develop and foster relationships and to find the causes of conflict and seek appropriate responses.

ACADEMIC LIFE

All children from Nursery to Year 6 benefit from specialist language, music, and PE lessons. Our curriculum is independent, engaging, and inspiring.



The Prep School aims to ensure that all learners benefit from a rich, broad, balanced curriculum presented in an interesting, exciting, and imaginative manner with opportunities for first-hand experience, practical work, investigation and learning through play.

Children are confronted with relevant experiences both inside and outside the classroom which provide opportunities to observe, investigate, experiment, and predict. A variety of technological, creative and aesthetic skills is also developed.

We have rigorous academic standards and focus on the core subjects of English, Mathematics, Science and Computing. We also expand our girls' minds by teaching specialist subjects such as PE, Music, French and coding.

All of the lessons on our Prep school curriculum are carefully crafted and presented in accordance with each girl's learning styles. We personalise the learning experience of every girl so each can understand and articulate her own specific goals.

LIFE BEYOND THE CLASSROOM

“Being part of the GDST network and IAPS gives us a competitive opportunity to play with schools from across the country.



The Prep school has its own site and enjoys close links with the senior school. Pupils benefit from outstanding facilities, far larger than one might expect in a primary school. These include a well-resourced library, full-sized Sports Hall, all-weather sports surface, excellent Science, Computing, Art and PE facilities, an outdoor learning space, and a great deal of space, both inside and out.

We have an extensive co-curricular programme made up of clubs and societies. These offer our girls a diverse range of activities to pursue their interests and inspiring further achievement beyond the classroom and range from the arts to quizzes, debates, and dance.

Our clubs and societies provide an ideal foundation for girls to develop a life-long love of learning for its own sake; a principle that lies at the heart of the ethos of both the Prep and Senior schools.

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ROLE DESCRIPTION

Job Purpose

The successful candidate will need to offer a daily commitment to After School Club, which runs from 15:00 - 18:00 during term time.

Responsibilities

Key Tasks

- Support with provision for our After School Club working alongside the wider team to deliver outstanding provision for girls outside of the school day.
- Ensure that a quiet working space is provided for girls to work on homework tasks and reading.

Pastoral Care

- Develop links with teaching staff to ensure that activities support children's physical, emotional, social and intellectual development.
- Uphold the Code of Conduct and Behaviour Policy through effective delivery of its aims.
- Provide pastoral and welfare support for all pupils in order to encourage their social and emotional stability and development.
- Administer first aid if qualified to do so and undertake regular paediatric first aid training.

Marketing, Communications and external Links

- Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information.
- Actively promote the service within the school and local community to stimulate interest and support the school's marketing initiatives.
- Be aware of confidential issues linked to home, pupils, teachers and school
- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

Training & Development of Self and Others

- Participate in training activities and sessions offered by the school and other external agencies to further relevant knowledge and skills.

Administration

- Ensure that appropriate records are maintained of pupil attendance, and to meet other statutory and school requirements, ensuring confidentiality of information and that the information is stored effectively and is easily retrieved.
- Liaising with the ASC manager to ensure the prompt and accurate billing of parents.

General Requirements

- Support and contribute to the School's responsibility for safeguarding students
- Ensure a safe working environment for staff, students, and visitors as per the Health & Safety Policy
- Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff
- Maintain high professional standards of attendance, punctuality, appearance, and conduct, developing positive and courteous relations with students, parents, and colleagues
- Engage actively in the performance review process
- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work to develop and share best practice



PERSON SPECIFICATION

Skills Required

- Ability to provide and facilitate safe and creative play opportunities
- Ability to use language and other communication skills to which children can relate
- Ability to empathise with the needs of children
- Ability to work effectively with other colleagues and parents and excellent communication skills
- Organisational skills
- Willingness to be professionally discreet and to maintain confidentiality on all school matters
- Willingness to adopt a flexible approach to all directed tasks
- Willingness to work as part of a team

Knowledge Base

- An understanding of the importance of play and creative learning opportunity
- Knowledge of appropriate First Aid procedures
- Knowledge of curriculum requirements for the age of the pupils
- Knowledge of the use of basic technology i.e: photo-copier, computer, email
- Understanding and engagement of safeguarding issues
- Understanding of the Out of School Play Values and National Standards for Out of School Care
- Knowledge of Child Protection issues
- Understanding of health & safety requirements

Attainment

- Evidence of attainment in a recognised TA qualification, i.e. NVQ, NNEB, City & Guilds or BTEC etc, equivalent to NVQ Level 3
- Food Hygiene Certificate or willingness to acquire
- First Aid qualification or willingness to acquire

Experience

- Relevant experience in an educational establishment and child care setting
- Demonstrable evidence of establishing positive relationships with children
- Demonstrable evidence of experience in supporting children in a learning environment

Attitude and Approach

- Possess a positive attitude and approach to change and development
- Enjoy rising to the challenges inherent in a school environment
- Commitment to the safeguarding of children and young people
- Commitment to maintaining the caring and supportive ethos of the school

HOW TO APPLY

Any candidate wishing to seek additional information about the post or to discuss any related matter should contact the HR & Recruitment Manager, Mrs Angela Bolton via email: a.bolton@schs.gdst.net.

Applications should be received no later than midday, 25 April 2024. All candidates should use the following link to apply and include a covering letter addressed to the Head of Prep, Mrs Helen Loach.

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=035107



Interviews will take place shortly thereafter, though the school reserves the right to appoint an exceptional candidate at any stage of the application process. All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original certificates). If original certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- An original passport and/or other appropriate document proving your eligibility to work in the UK
- One other form of identification, such as a driving licence or birth certificate
- Two other documents, such as utilities bills, TV licence, bank, building society or credit-card statements confirming your current address
- Documents confirming your educational and professional qualifications

Please note that candidates must bring originals of the above documents. Photocopies or certified copies are not acceptable.

TERMS OF APPOINTMENT

The role will attract a competitive salary in line with qualifications and experience, and the successful candidate will also be entitled to an interest-free season ticket loan and free lunches during term time.



Any offer to a successful candidate will be conditional upon:

- receipt of at least two references, satisfactory to the school (if not already received), prior to appointment
- verification of identity and qualifications
- a satisfactory DBS Disclosure at the enhanced level
- satisfactory completion of any pre-employment checks as relevant such as an online search and those to check whether you are registered for or prohibited or restricted from practicing certain professions or roles
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- (for teaching posts) verification of medical fitness in accordance with DfES Circular 4/99 - Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

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