



ST CATHERINE'S SCHOOL
TWICKENHAM



St Catherine's School

JOB APPLICATION PACK

**After School Care Club Supervisor
Part time
To start as soon as possible**

AN INTRODUCTION TO ST CATHERINE'S

OUR HISTORY:

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.



OUR LOCATION:

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

OUR FAITH:

Approximately 40% of our girls are Catholic, and we also warmly welcome girls from all faiths who are in sympathy with the Christian values taught by the School. Girls and staff participate in prayers during assemblies and meetings, and attend mass. The School's focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

OUR COMMUNITY:

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, kindness, service, and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

OUR SCHOOL:

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.



SCHOOL MISSION



SCHOOL MISSION STATEMENT

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

- Community:** a place of cheerfulness, dignity and tolerance, where all are welcome
- Faith:** a Christ-centred school with time for reflection; a culture of gratitude and friendship
- Courage:** with self-knowledge, resilience and integrity, and a readiness for challenge
- Scholarship:** where gifts are developed through curiosity, imagination and ambition
- Service:** commitment to others, to stewardship, and to justice and hope for all



AN OUTSTANDING SCHOOL

"Pupils of all ages show excellent self-confidence, self-awareness and self-esteem. They learn to think for themselves, make their own choices and decisions and to persevere"
ISI Report

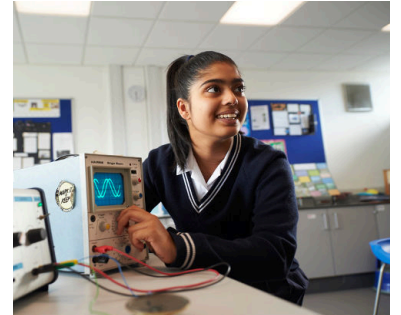
SCHOLARSHIPS:

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

CURRICULUM:

The Prep curriculum promotes creativity and curiosity and establishes firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has ICT suites which can accommodate whole classes. Most pupils study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).



CO-CURRICULAR ACTIVITIES:

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.



OUR FACILITIES



At St Catherine's, sports include swimming, netball, football, athletics, hockey, tennis, gymnastics and rounders, and Prep and Senior pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances. Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, and netball/tennis courts.

Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, dining facilities and other teaching areas, as well as upgrading the Science Block - and new projects are underway.



JOB INFORMATION

AFTER SCHOOL CARE CLUB SUPERVISOR

St Catherine's is seeking a positive and confident person to provide a safe and caring environment in line with national standards and guidance where our Prep pupils can enjoy a range of play, learning and leisure activities in our after school provision.

Applications are welcome from people who do not have experience in schools, but are enthusiastic to be part of a friendly and supportive community and who may be interested in other positions related to pupil welfare and/or administration. Full training will be provided.

The School also has vacancies for other support roles, including Breakfast Club, First Aid and general administrative assistance, which can be linked to this After School role. More information on these roles can be provided upon request. Some roles are permanent, and the School has a flexible approach so that we can create the best role for valued staff. Applicants are invited to make their experiences and preferences clear.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Plan and deliver a range of activities for the pupils attending After School Care Club that meets the emotional, social, physical and intellectual needs of the pupils;
- Supervise homework;
- Take pupils to their after school activities;
- Ensure an accurate register is kept of pupils arriving and leaving After School Care Club, supervising the signing in and out of pupils;
- Working closely with the pupils to develop positive relationships;
- Establish and maintain positive working relationships with parents;
- Provide for the general and pastoral well-being of children;
- Complying with policies and procedures relating to safeguarding, child protection, health and safety, welfare, security, confidentiality and data protection, and reporting any concerns to the appropriate person;
- Provide accurate records for billing purposes;
- Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development;
- Attend staff meetings, staff INSET days and other school activities and events as appropriate.
- Contributing to the overall aims and targets of the School, appreciating and supporting the roles of other members of the School;
- Undertaking any other duties as reasonably required by the Headmistress.

KNOWLEDGE AND EXPERIENCE:

- Appropriate qualifications and/or experience;
- First aid trained or be willing to undertake training;
- Experience of working in a childcare setting is desirable, but not essential.

JOB INFORMATION

SKILLS AND ABILITIES:

- Ability to motivate and encourage;
- Excellent communication, planning and organisational skills;
- Excellent attendance and punctuality;
- Creative, fun and energetic with a flexible and practical approach to tasks;
- Ability to work with initiative and to work effectively as part of a team;
- Ability to stay calm and objective;
- Ensure the health and well-being of pupils is maintained at all times;
- Evidence of commitment to Continuing Professional Development;
- Be fully supportive of the aims and ethos of a Catholic school;
- Adhere to and compliance with the school's Safeguarding 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 risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Headmistress.

This role may be altered to meet the changing needs of the School, and will be reviewed in consultation with the post holder. The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you using the School's application form. CV's will not be considered.

Please return your completed application form and covering letter addressed by email to recruitment@stcatherineschool.co.uk

Applications will be reviewed as they are received so early application is recommended and the school reserves the right to appoint prior to the closing date.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and online and social media checks as part of Keeping Children Safe in Education and, once in post, receive further training and updates.

Thank you for the interest you have shown in our School. We look forward to receiving your application.

Mrs Johneen McPherson
Headmistress