



# Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham



## Teaching Assistant

REQUIRED FOR APRIL 2018

**We are a welcoming and successful 2-form entry primary school within the Xavier Catholic Education Trust. Our pupils are friendly, well-behaved and eager to learn.**

*We are looking for someone who:*

- *Has high expectations of children's achievement and behaviour*
- *Has strong interpersonal and organisational skills and enjoys working as part of a team*
- *Good level of written and spoken English and numeracy and Basic IT skills*
- *Will support the Catholic ethos of our school.*
- *Is able to maintain confidentiality inside and outside the workplace*

The successful candidate will support the teacher/SEN Co-ordinator with their responsibility for the development and education of children in school. You will be working under the direction and supervision of the teacher/SEN Co-ordinator

***The main duties of the role include :***

- *Working with small groups and providing 1:1 support for pupils, including those who have physical, emotional or educational needs*
- *Supporting the classroom environment (preparing resources, displays, etc.)*
- *Lunchtime and break-time supervision*

**Hours per week : 25 (term-time only + 3 INSET days)**  
**Grade : Surrey Pay Main Grade S3**

**We warmly welcome the opportunity to show you around our lovely school, situated in a convenient location with close proximity to Hersham mainline station and a fast service to London Waterloo. Please contact the school office - [office@cardinalnewmanschool.co.uk](mailto:office@cardinalnewmanschool.co.uk) - to arrange a visit.**

**To apply for this job** please complete the downloadable application form to [vacancy@cardinalnewmanschool.co.uk](mailto:vacancy@cardinalnewmanschool.co.uk) by **Friday 23<sup>rd</sup> March**. Interviews are to take place on **Monday 26<sup>th</sup> March**.

***Cardinal Newman Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment, it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.***