

Appointment of Resident Boarding Assistant September 2024



St Teresa's 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 Disclosure and Barring Service.

Resident Boarding Assistant

St. Teresa's is seeking to appoint a Resident Graduate Boarding Assistant to join our Boarding Team from September 2024.

Resident Graduate Boarding Assistants primarily work in boarding, assisting in the supervision of boarders. They contribute to the school's co-curricular programme and assist with administrative duties, organise trips and events and liaise with parents. Duties include a variety of daytime, evening and weekend work, including in-class support for pupils, if appropriate. Those with Music, Drama or Sports experience would be given specific duties within those academic departments.

The role will require the successful candidate to live on site and to contribute fully to boarding school life. This will involve supervision in boarding houses (early mornings before school and later evenings for bedtime), as well as weekend work (on a rota basis) and assisting with boarding activities and trips. This role can serve as an excellent springboard into teaching or other child-centred careers. Accommodation and meals are provided with this role.

The School

St Teresa's has a school population of 680 including over 80 boarders, and a healthy Sixth Form. The school has its own Preparatory School. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

Location

St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.

Facilities

The School is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities. A number of facilities have been provided to meet the needs of a modern education. These include a brand new Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St Teresa's enjoy a swimming pool and an all-weather pitch.

Pastoral and Boarding

Boarding is available for upto 85 boarders on a full, weekly, flexi or occasional basis. We offer this full range of boarding options in recognition of the often busy and complex lives led by modern families, and the need to provide stability and continuity in the lives of our girls, which is vital during their years at school.

Boarding at St Teresa's allows pupils to take full advantage of the opportunities and facilities available at school, which day pupils might find difficult to accommodate. For pupils working towards GCSEs and A-Levels, boarding offers a structured environment which is highly conducive to successful study and revision, without the potential distractions.

For parents, boarding offers the reassurance of a stable, happy environment, where the girls are encouraged to develop new interests and adopt a mature attitude to their studies. It is not all work, of course, and there are many opportunities for trips and outings and parties which the girls love!

The Vision

In 2019, neighbouring and complementary schools St Teresa's and Cranmore came together to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages, and bringing strength and stability to both schools.

EST is delighted to be able to build on this success with the announcement that Manor House School joined the Trust from September 2023, forming a dynamic educational triumvirate. Three modern, progressive schools, Cranmore, Manor House and St Teresa's each have enviable track records, delivering best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

The new partnership will allow each school to focus on its strengths whilst retaining its individuality, presenting to all pupils an extraordinarily rich variety of shared events, facilities and resources to provide a distinctive and distinguished education for pupils of all faiths and backgrounds.

EST's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-education at Sixth Form. This method reflects and acknowledges that girls and boys approach their learning in differing ways at different developmental stages

Remuneration and Benefits

Our staff enjoy working as part of a strong school community and we reward our talented staff with a range of benefits.

Salary

To be confirmed, plus accommodation while employed (from September 2024).

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process.

Fee Remission

Discounts may be available on school fees. Full terms and conditions provided by the Director of Finance.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Meals and refreshments provided during term time.

Residential Accommodation

The Resident Boarding Assistant is a residential post and you will be required to live in the accommodation provided. You will have access to the property throughout the tenure of the contract, including school holidays (where appropriate).

Hours

Working days will be split into mornings, afternoons and evenings and there will be hours off duty each working day. Due to Boarding staffing commitments, there is a Boarding rota for duties, this includes weekends on duty and includes a consecutive 48hr period off work. Weekends will vary depending on School activities but will always include some time off during the day if the evening is to be worked. This is a term time role, however staff are required to return to Boarding 24hr before pupils return.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

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.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	Monday 20th May 2024
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's reserves the right to interview at any stage of the selection process.