

ST CATHERINE'S SCHOOL

BRAMLEY, GUILDFORD, SURREY, GU5 0DF

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab



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Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection 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 risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Head of Academic Mentoring Part time, 0.6 of a timetable

About St. Catherine's School

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 180 are in the Sixth Form and 160 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#).

The Head of Academic Mentoring in the Prep. School is a part-time role which incorporates responsibility for the whole of the Preparatory School. The successful candidate will have the chance to be influential in a wide range of areas of school life, not only supporting girls with learning needs, but also becoming involved in the de Bono Thinking Skills initiative and the Study Skills provision for all students. We therefore also envisage that this is a job description that will evolve in the future to embrace other projects and to suit the skills of the successful applicant.

The Department

The Academic Mentoring Department has a record of supporting girls within a stimulating academic environment to achieve success at the highest levels of which they are capable, including gaining strong results at Key Stages. The emphasis is on realising the potential of all the girls within the wider curriculum and presenting the support offered as relevant and worthwhile.

The Department is based in an office within the main school building, and will be staffed by the Head of Academic Mentoring and one or more part-time teaching colleagues, according to demand for support teaching. The Senior School also has its own Head of Academic Mentoring and there is an expectation that the two departments will work very closely together to help ensure continuity of support for pupils moving through to the Senior School.

The Head of Academic Mentoring will be an influential member of staff and will also be expected to liaise closely with members of the Senior Management Team as appropriate, but particularly the Deputy Head, Curriculum, and the Headmistress with whom she/he will have a timetabled weekly meeting to discuss such matters as girls of concern, referrals to Educational Psychologists and learning initiatives. It will be important to be a regular presence in the Staff Room, working collaboratively with all the teaching and pastoral staff to support all students recognised as having a specific learning difficulty. The Head of Academic Mentoring is expected to be a first rate practitioner able to teach classes, individuals and lead INSET for colleagues with flare and enthusiasm.

Academic Mentoring lessons are organised within the existing timetable, with pupils being taught as part of a rotational timetable during the School day, at lunchtimes or after school.

The post offers either a chance to move into management for the first time as a Co-ordinator or an opportunity to gain further experience for an existing Learning Support Co-ordinator. The person we seek will be a strong administrator, an excellent communicator with parents, students and colleagues and a firm believer in the enhancement of the education of all our students through a powerful introduction to Study and Thinking Skills strategies.

The successful candidate will join a lively, collaborative and supportive staff common room where high standards are expected of staff as well as pupils.

Practical Information about the Post

The Head of Academic Mentoring is expected to lead and manage his/her department, ensuring that Academic Mentoring lessons are taught enthusiastically and effectively. Co-ordinators are accountable to the Headmistress via the Deputy Head, Curriculum, for the successful delivery of their subject/area and are expected to ensure that all members of their department are aware of and follow School Aims and Policies.

It is expected that the Head of Academic Mentoring will initially teach up to 8 individual pupils for one-to-one lessons, deliver a Study Skills programme to UII (Year 5) and LIII (Year 6), complete regular assessments and undertake considerable administration in liaising with Educational Psychologists and meeting and completing reviews with parents.

Qualifications and Subject Knowledge

The Head of Academic Mentoring has a wide range of responsibilities and it is expected that he/she will:

- hold appropriate qualifications in Learning Support teaching or comparable qualifications (Level 5 or 7 OCR Diploma in Assessing and Teaching Learners with Specific Learning Difficulties)
- demonstrate strong knowledge and understanding of the concepts and skills of the subject

- keep up to date with changes in the national curriculum and public examinations
- keep up to date with changes and professional knowledge in relation to professional development/consultation in study skills, teaching methods for Learning Support, and Exam Board regulations for Special Need candidates.

Routine Administration

The Head of Academic Mentoring will:

- be responsible for the Academic Mentoring Policy, including aims, schemes of work and Subject Development Plans and Individual Education Plans
- keep the Preparatory School Academic Mentoring Register up to date and available to all staff for reference
- screen all new girls promptly on their entering the Preparatory School, mainly at 4+ and 7+, but occasionally at other stages
- see girls when they are referred to him/her by teaching staff, be able to assess for specific learning difficulties and advise on appropriate action to further assess or support them.
- undertake Individual Education Plan Reviews when necessary and devise specific programmes of study, or allocate this work to other members of the Learning Support team.
- arrange referrals to an Educational Psychologist when appropriate, prepare supporting paperwork and be present for feedback sessions with parents after assessment sessions
- meet weekly with the Deputy Head, Curriculum, or the Headmistress to review current referrals and progress being made by students
- maintain thorough records on pupils and record centrally all key information
- liaise closely with parents throughout any period of assessment or support teaching and log contacts on the central tracking document

Staff Management

The Head of Academic Mentoring will:

- assist the Headmistress or Deputy Head, Curriculum, in selection and appointment of members of the department
- be ready to be appraised and to undertake an annual review of any departmental members in line with School Staff Review Policy
- be responsible for attending, organising and leading INSET as appropriate, identifying and developing the skills and strengths of all members of the department
- be responsible for the allocation of Academic Mentoring teachers to pupils, helping them create their timetables and monitoring these
- advise Academic Mentoring colleagues on strategies for teaching pupils or handling parental queries and be a 'sounding board' for new ideas or strategies to be implemented in lessons
- ensure that Academic Mentoring colleagues prepare written reports for girls having a course of tuition at appropriate reporting times
- hold regular Department meetings and keep minutes

Staff Liaison

The Head of Academic Mentoring will be expected to liaise closely/regularly with:

- the Deputy Head, Curriculum, and the Headmistress over the diagnosis and progress of students with learning difficulties. A weekly meeting with the Headmistress is essential.
- the staff via a regular agenda item at weekly staff meetings, and informally as necessary.
- The Deputy Head, Pre-Prep regarding girls of concern and early intervention for girls with learning needs.
- the Deputy Head, Staff regarding the teaching of Thinking Skills

- the English Co-ordinator in particular over monitoring the progress of pupils raised as a concern or have academic mentoring lessons
- the Senior School Head of Academic Mentoring through regular meetings

Financial Management

The Head of Academic Mentoring will:

- be responsible for informing the accounts department of charges to be levied for Academic Mentoring lessons
- be responsible for the departmental budget, ordering and maintaining departmental resources

Miscellaneous

In addition, the Head of Academic Mentoring will:

- attend Parents' Evenings and Open Mornings in the Preparatory School and deal with queries from parents of learning support pupils
- be prepared from time to time to offer INSET training to the whole teaching staff on relevant topics
- devise and deliver Study Skills presentations for different year groups if requested by the Deputy Heads as part of the ongoing Thinking Skills and Study Skills programme for the whole School.
- encourage the appropriate use of ICT by pupils
- be responsible for health and safety and risk assessment in line with Whole School Policies

This is a high-profile post in a school which values its Academic Mentoring department and prides itself on unlocking the potential of all its students. The successful applicant will enjoy a serious position of responsibility and considerable influence on the framing of academic policy.

iPad School

In 2014 St. Catherine's became an iPad School, and from September 2016 all students from Year 5 to Year 12 have their own iPads. Staff are not *required* to have an iPad or to use one in presenting teaching materials in the classroom, though all rooms are provided with Apple TVs as well as PCs and projectors or IWBs. However, staff *are* required to ensure that all resources needed for teaching are made available in an electronic format for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are readily available to all colleagues.

Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful. All part-time and full-time staff are expected to attend the Prep. School picnic and Open Day.

Statutory NQT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers a strong and well established system of mentoring and support.

The School offers statutory NQT induction, as provided by the Independent Schools' Council, and a strong and well established system of mentoring and support for NQTs. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Remuneration

Salary will be based on the St. Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

The School contributes towards the Teachers' Pensions Scheme. All teaching colleagues are offered free medical insurance cover which is pro rata for part-time staff.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Applications

The application form should be returned to the HR Assistant, Mrs Netty Creswell, and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form found on the School website at www.stcatherines.info/staffvacancies
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Assistant by email on annette.creswell@stcatherines.info.

Thank you for your interest in St Catherine's School.

Miss Naomi Bartholomew
Headmistress
July 2017