



HEREFORD  
CATHEDRAL  
SCHOOL



## **Junior School Teaching Assistant**

Candidate Information Booklet

[HEREFORDCS.COM](http://HEREFORDCS.COM)

01432 363511

## Welcome

Thank you for your interest in the position of Teaching Assistant at Hereford Cathedral Junior School.

This position provides an opportunity for you to play an important role in the Pre-Prep Department of our thriving and happy school.

Hereford Cathedral Junior School educates 208 children aged from 3 to 11. Through strong pastoral care, small classes, a mixture of class based and subject specialist teaching and the wide range of activities on offer, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.

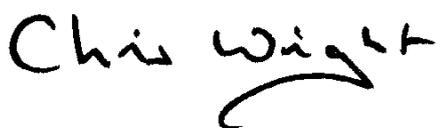
We are proud of our children – their enthusiasm, relationships and behaviour. These characteristics underpin all that we achieve – and our staff and children achieve a great deal! All that we do – in the classroom, on the stage, on the games field and musically too - is characterised by our enthusiastic and well behaved children.

This role is based Junior School, at 28 Castle Street, and specifically within our Pre-Prep. The successful candidate will work with all year groups from Reception to Year 2, and will likely play a part in our Nursery too. In addition to supporting classes, you will work 1:1 with specific pupils following tailored intervention programmes.

Our Pre-Prep is located within the Moat, which is a modern purpose built building. Reception is taught in a large open plan classroom by experienced teachers who plan and deliver the EYFS curriculum through a team teaching approach. Year 1 and Year 2 are also located within the same building, which enhances the family feel of our school. All of the children benefit from being part of a larger whole school and have access to the school's sports hall, dining hall, assembly hall, library and ICT suite.

You will find further details of our school and the role in this booklet, as well as details about how to apply, the closing date and proposed interview date. In the meantime, please do feel you can get in touch if you have any queries or would like to discuss the role.

I look forward to hearing from you!



Chris Wright  
Head of the Junior School  
[c.wright@herefordcs.com](mailto:c.wright@herefordcs.com)





## Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

## A Brief History

Hereford Cathedral Junior School started life as The Cathedral Preparatory School in 1898 in a tin shed in the grounds of 5 Harley Court where less than one dozen boys were taught by two spinster ladies. Over the years the School grew and was privately owned and run for most of its history. It moved to its current location, 28 Castle Street, in 1925 and has grown to occupy a number of buildings in the street. It became co-educational in 1990 and part of the wider Hereford Cathedral School in 1994. It has close links with the Cathedral as it continues to educate the choristers.



## Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too

*"The School successfully meets its aim to help pupils reach their academic potential by creating a supportive learning environment in which they (the pupils) develop a love of learning and feel able to take risks and develop ideas"*

*"Pupils' success is the result of teaching of high quality within a broad and interesting curriculum, which includes many trips and talks from visitors, as well as the provision of a wide range of extra-curricular activities."*

*"Pupils of all ages thrive, are confident, and are at ease with themselves and with their peers and the adults with whom they come into contact."*

(ISI Integrated Inspection 2014 of Hereford Cathedral Junior School)

# Hereford and Herefordshire

## *A cosmopolitan city, culture and a taste of tranquil countryside*

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.



Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff. A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently. ([www.visitherefordshire.co.uk](http://www.visitherefordshire.co.uk))

## Quick Facts:

**Hereford Cathedral Junior School** (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: [enquiry@herefordcs.com](mailto:enquiry@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 186 pupils

Fees: £2,703 to £3,544 per term

Affiliation: IAPS

**Hereford Cathedral School** (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: [schoolsec@herefordcs.com](mailto:schoolsec@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Co-Education

Age Range: 11 to 18 years

Roll: 556 pupils

Fees: £4,720 per term

Affiliation: HMC, CSA

*"Parents are overwhelmingly positive and supportive of the School, and are very happy with the education their children receive."* (ISI Integrated Inspection 2014 of Hereford Cathedral Junior School)

# The Role: Teaching Assistant

**Location:** Hereford Cathedral Junior School, 28 Castle Street, Hereford.

**Starting date:** 31<sup>st</sup> August 2021

**Work pattern:** full time, term time only

**Salary:** £17,998-£19,084 (£17,998 equates to a salary of £13,794 per year, for the work pattern detailed above).

Hereford Cathedral Junior School seeks an enthusiastic teaching assistant, with excellent communication skills and the ability to work as part of a team whilst making a positive contribution to school life. Our current team of assistants also staff our out of school care, both before and after school, and we would hope that the successful candidate would be able to contribute to this in some capacity.

The school has high standards across the board and an enviable reputation for Sport, Music and Drama. It was found to be "excellent" in each of the eight categories by ISI in its last inspection.

Application forms can be downloaded from our website [www.herefordcs.com](http://www.herefordcs.com) and sent with a covering letter to Mrs Cath Knowles , HR Office, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or email to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)

**The closing date for applications is 28<sup>th</sup> July 2021.**

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to DBS clearance, satisfactory employment references and pre-employment checks.***

***We reserve the right to withdraw this advertisement at any time.***

Registered in Cardiff No 2081261 (Limited by Guarantee)  
Registered Charity No 518889

## Job Description: Teaching Assistant

<b>Post Title</b>	Teaching Assistant Based at Junior School, 28 Castle Street, Hereford HR1 2NW
<b>Salary Point(s)</b>	£17,998-£19,084 (£17,998 equates to a salary of £13,794 per year, for the work pattern detailed above).
<b>Hours/Weeks</b>	Full time, Term time only

### **Purpose of this Job Description:**

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

### **The Organisation**

Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.

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.

Further information from <http://www.herefordcs.com>

**Reporting Lines:** The post holder reports to the Head of Junior School, in liaison with the Director of Studies.

### **Accountabilities:**

To act as a Teaching Assistant

**Responsibilities:**

- Work under the guidance of the class teachers and the Nursery Leader, as appropriate.
- To follow Junior School and Nursery policies and procedures in line with whole school policies and the EYFS Statutory Framework, and Keeping Children safe in Education.
- To assist in the preparation of materials and programmes of work.
- To assist with individual or group activities within and away from the classroom.
- To assist with any medical, personal, social and behavioural problems.

**Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

**Health and Safety:**

As an employee you are expected to:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post are:

- sit and use standard office VDU equipment plus other office equipment

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualification</b>	<p>Completed a broad education with GCSE grade C and above in English Language and Maths (or equivalent)</p> <p>Hold a full and relevant level 2 qualification</p>	<p>Hold a full and relevant qualification above level 2</p> <p>Hold a full paediatric first aid qualification</p>
<b>Experience and Knowledge</b>	<p>At least two years' experience of working in a school setting</p>	<p>Experience of working with children with SEN.</p> <p>Experience of following tailored intervention programmes.</p>
<b>Skills</b>	<p>Good time management</p> <p>Use initiative</p> <p>Work as part of a team</p> <p>Excellent communication skills</p> <p>Excellent interpersonal skills</p> <p>Excellent practitioner who can form excellent relationships with children and families</p> <p>Have an excellent knowledge of child development and the pedagogy of learning in the early years</p> <p>To demonstrate a self- reflective practice and a good working knowledge of educational initiatives in EYFS and Key Stage 1.</p>	
<b>Aptitude</b>	<p>Can take responsibility and is not afraid to make decisions</p> <p>Excellent attention to detail</p> <p>Discretion at all times and confidentiality when appropriate</p> <p>Be articulate, presentable, co-operative, reliable, customer responsive with a "can do" attitude</p> <p>Enjoy working as part of a team. Have a good sense of humour and perspective</p>	

	Creates good rapport with staff, parents and pupils	
<b>Circumstances</b>	Willing and able to work flexibly, for example providing after school care, as required	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	