



ST CATHERINE'S SCHOOL  
TWICKENHAM



St Catherine's School

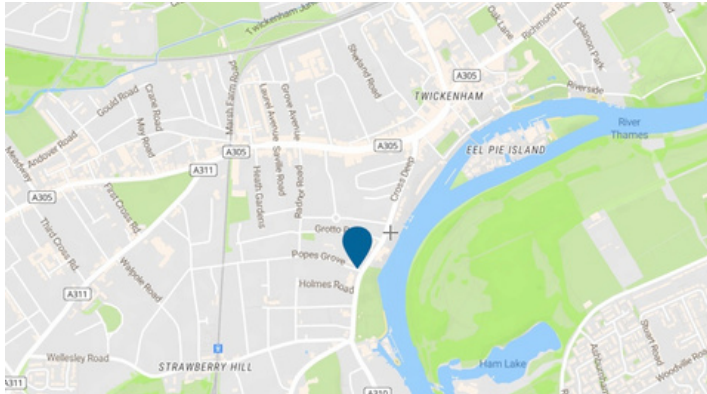
# JOB APPLICATION PACK

**Prep Music and/or Drama Teacher (Temporary)**  
**Part time**  
**Immediate start**

# 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*

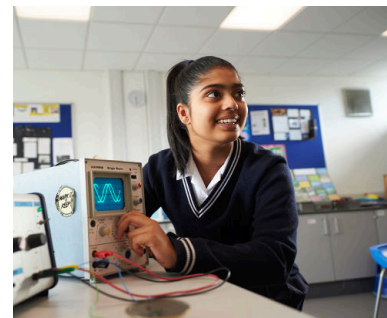
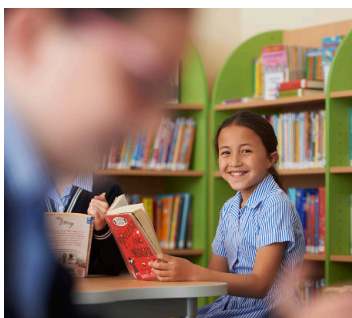
## SCHOLARSHIPS:

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



## **PREP MUSIC AND/OR DRAMA TEACHER**

We are looking for a qualified, energetic and skilled Teacher of Music and/or Drama, who will be able to demonstrate excellent planning, teaching and assessment skills, including good administration. S/he will have consistently high expectations of herself/himself, excellent classroom management, strong pastoral skills and an ability to motivate, encourage and inspire pupils.

The successful candidate will teach Key Stage 2 girls and join a very supportive team. Applications are welcome from candidates who have experience in only one of Music or Drama. The post is a temporary one and this can be discussed at interview, along with other aspects of this post.

All members of staff at St Catherine's are expected to be supportive of the aims and ethos of a Catholic school and to share responsibility for pastoral care and the co-curricular programme. Staff are committed to safeguarding principles and health and safety at all times. Staff also ensure good communication with parents, ensure the highest quality and standards of teaching and learning, and encourage all pupils to participate enthusiastically.

# JOB INFORMATION

## Key responsibilities:

- Teach engaging and effective lessons that motivate pupils and maximise attainment;
- With direction from the Head of Prep, and within the context of the School's curriculum and schemes of work, plan and prepare effective lessons;
- Provide daily pastoral tutoring;
- Be responsible for pupil tracking and target setting and assessments;
- Participate in lesson observations and work scrutinies;
- Ensure teaching addresses individual needs, and seek advice about SEND pupils;
- Produce annual reports and termly grade cards;
- Direct and supervise support staff assigned to lessons;
- Manage behaviour effectively to create a safe, respectful and nurturing environment;
- Organise and accompany day trips and residential excursions;
- Work with colleagues, pupils and families to develop a strong school community.

## Other Responsibilities:

- Adhere to all School policies, and ensure the health and well-being of pupils is maintained at all times;
- Support colleagues with duties and other supervisory requirements;
- Support and work in collaboration with colleagues, covering lessons and providing other support as required;
- Contribute to co-curricular activities;
- Contribute to, and attend, school events, INSET, parent meetings, and Open Days;
- Undertake other tasks related to your role, as requested by the Head of Prep or the Headmistress.

## Experience and Personal Qualities:

- Experience of delivering outstanding lessons to pupils of all ages and abilities;
- Experience of supporting pupils of all ages and abilities to make excellent progress;
- Experience of leading successful enrichment and co-curricular activities;
- Mastery of, and enthusiasm for Prep teaching;
- Resilience, motivation and commitment to driving up standards of achievement;
- Genuine passion and a belief in the potential of every pupil;
- Excellent communication, planning and organisational skills;
- A friendly, open and collaborative attitude, and a commitment to School ethos.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

# JOB INFORMATION



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. Please complete the enclosed application form and send it together with a covering letter addressed to the Headmistress via email to [recruitment@stcatherineschool.co.uk](mailto:recruitment@stcatherineschool.co.uk)

**The School seeks to fill this post as soon as possible, so early applications are recommended. Applications will be reviewed as they are received and interviews held on a rolling basis.**

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 Enhanced DBS, Barred List and online/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