



Croydon High School

for girls aged 3-18yrs

GDST
GIRLS' DAY SCHOOL TRUST

GAP YEAR ASSISTANT

Required for September 2024

Fixed term contract (September 2024 to July 2025)

Full-time (36 hours per week), Term-time

Usually Monday-Friday, but may be some weekend events

Flexible daily timings including before and after school hours

Additional 10 days to be worked outside of school hours or during closure periods

Salary £24,618, pro-rated to £20,182 for term time working



Information for applicants

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www.croydonhigh.gdst.net



The School

As part of the GDST (Girls' Day School Trust), a family of all girls' schools across England and Wales, Croydon High School is an exceptional independent day school for girls aged three to 18. It was the first 'all-through' GDST school and has a proud history of providing outstanding education for girls stretching back to 1874.

Our purpose-built campus in Selsdon, South Croydon, accommodates both the Junior and Senior Schools, as well as a sports' centre, on a sloping site of over 20 acres, three miles from the centre of Croydon. Bright, large classrooms are served by wide corridors and offer a superb learning environment.

Proud of its heritage, Croydon High School is also firmly focused on the future. Staff are supported by a Senior Leadership Team, under Head Annabel Davies, who consistently strive to move the School forward preparing girls to meet the challenges of the modern world.

Our staff are dedicated, inspirational and they love their work. Relationships between the staff and girls are supportive, proactive, and warm. We pride ourselves on managing the balance between offering challenge and supporting each girl to be the best version of herself that she can be.

The School is a community where every girl is valued. We tailor our approach in line with our mantra, *Every Girl, Every Day*, to ensure that we offer an exceptional education where everyone can aspire without limits. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity, and motivates.

Croydon High is made up of pupils from a broad and culturally diverse range of backgrounds and the school recognises and hugely values the positive impact this has on all who work, teach and learn here. To support and enhance the educational and pastoral provision for all our pupils, we are fully committed to a recruitment policy in which job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion, or belief.

"Your kindness, hard work and dedication ensured that I have had a wonderful year at school."

Thank you card to form tutor



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Organisational structure

The Girls Day School Trust

The GDST owns and operates 23 independent girls' schools and sponsors two academies, delivering innovative learning to girls. From nursery, primary and prep school, throughout secondary school and Sixth Form, they learn in an environment where every girl thrives.

A Council of Trustees is legally responsible for the GDST's strategic direction, its activities and has oversight of the organisation. This includes ensuring financial viability and control, the safety and welfare of pupils, and the realisation of their duties as employers of all GDST staff.

Whether you are looking for a teaching or support role you will not only belong to a successful school, but also be part of the GDST network of valued and essential colleagues from a wide range of backgrounds. The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected and included.

The School Governing Body

Under the GDST governance arrangements, each GDST school is supported by a SGB who plays a valuable role in providing a high-quality education for our girls.

The SGB for Croydon High offers guidance, advice and critical oversight, bringing expertise from their varied areas of specialism. They support the Head and help the School to foster the excellence for which it is renowned in the local area.

The School Senior Leadership Team

Croydon High is managed and run by a Senior Leadership Team; including the Head of Junior School, Director of Philanthropy and External Relations, and Director of Finance and Operations alongside the academic leaders of the Senior School.



“Croydon High School is a great school to teach in and I have seen a lot of kindness in action in the past eight years that I have been here. I always feel well supported and empowered to have high aspirations for myself and my pupils.”
Junior School staff member

“Croydon High’s way – and the GDST way – is so exactly representative of an ideal workplace, in my mind. The way Croydon High is concerned for mental and physical wellbeing of pupils AND staff, the way you’re open to change, the way you’re welcoming to everyone from any and all backgrounds, the way you encourage healthy discussions around accountability and how to make progress and improve... Working in this kind of environment is a dream.”
Senior School staff member

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Croydon High Junior School

In the Junior School we strive to support all our pupils while they become the best version of themselves. We encourage uniqueness, so there is no ideal that pupils need to model themselves on, nor any set formula for their interests and passions; they need only approach learning opportunities with curiosity and commitment. In everything that we offer, we have each pupil's future in mind. This starts at Nursery and Reception and will carry on through their time with us, providing each pupil with essential skills for their future. Visitors to our school often comment on how relaxed and happy the pupils are in their school environment. This is an aspect we are keen to maintain as it is the most important element of what we do. Happy pupils who are comfortable to talk to our staff about their work, their ideas and their concerns are best placed to learn.



Working at Croydon High

As part of the GDST we offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Extensive professional development opportunities
- Training grants for obtaining further qualifications
- Access to the GDST central training and development programme
- Generous pension schemes
- Life assurance benefit
- Free school lunches
- Up to 50% discount on fees for children at GDST schools
- Interest free loans for training, computer purchase or season tickets
- Cycle to Work scheme
- Employee Assistant Programme
- Retail and lifestyle discounts
- Financial guidance and support
- Competitive terms and conditions of employment

There are, however, many more good reasons to work with us.

Location

By rail:

Nearest stations are South Croydon and East Croydon, followed by bus journey (64, 433) to the School.

By tram:

Nearest stop Gravel Hill, followed by bus journey (64, 433) to the School.

By bus:

Routes 64, 409, 412, 433 all have stops within a short walk from the School.

By car:

Postcode CR2 8YB for Sat Nav.

By bicycle:

There is a cycle rack for those wishing to cycle.

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Job description

Role	GAP YEAR ASSISTANT
Job Purpose	<ul style="list-style-type: none">• To support the work of the PE department.• To provide a support service to the Senior and Junior Schools.• To assist in providing whole school support at events and functions.
Accountable to	The Head of Junior School (in discussion with the Deputy Head of Juniors and the Director of Sport)
Accountabilities	<ul style="list-style-type: none">• Assist the Physical Education Department as required, including with curriculum lessons, fixtures and co-curricular events.• Assist in the day-to-day operation of the Junior School as required, including with assemblies, playtime, lunchtime and after school clubs.• Support other departments of the Senior School as required.• Share with the other Sport Assistants the rota of support in Breakfast Club (from 7.15am) and the rota of supervision in Senior Late Room (until 6pm)• Support pupils and colleagues by assisting as required at school events, including Sports Days, Open Days, Prize-giving, Parents' Evenings, school trips, reunions and productions, some of which may fall out of school hours.• Maintain a cheerful, flexible approach and an enthusiastic 'can do' attitude.• Demonstrate a willingness to be fully immersed and contribute, where possible, to the wider life of the school.• Develop and maintain effective working relationships with GDST colleagues.• Carry out general administration tasks, including data entry and handling, maintaining confidentiality as required.• Contribute to the maintenance of a safe and healthy environment.• Attend and actively participate in staff meetings and appropriate training.• Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
General requirements	<p>All School staff are expected to:</p> <ul style="list-style-type: none">• Work towards and support the school vision and the current School objectives outlined in the School Development Plan.• Support and contribute to the school's responsibility for safeguarding students.• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.• Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and external personnel.• Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST guidance and communications.• Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities.• In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.• Carry out such other associated duties as are reasonably assigned by the Head of Junior School or Director of Sport.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Ability to demonstrate active listening skills	Essential
Ability to use language and other communication skills to which children can relate	Essential
Ability to empathise with the needs of children	Essential
Ability to work effectively with other colleagues	Essential
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	Essential
Independent, good communicator and able to take initiative	Essential

Knowledge

A good standard of education	Essential
Knowledge of appropriate First Aid procedures	Desirable
Knowledge of the use of technology to support teachers	Desirable
Knowledge of Child Protection issues	Essential

Qualifications/Attainment

Coaching and/or umpiring qualification for swimming, netball, hockey or cricket	Desirable
Willingness to participate in further training and developmental opportunities offered	Essential

Experience

Experience of playing and/or coaching and umpiring sport	Desirable
Demonstrable evidence of establishing positive relationships with children	Desirable
Demonstrable evidence of experience in supporting children in a learning environment	Desirable

Attitudes/Approach

Ability to be professionally discreet and to maintain confidentiality on all school matters	Essential
Willingness to adopt a flexible approach to all directed tasks	Essential
Willingness to work as part of a team	Essential



Information for applicants

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How to apply

An application form should be downloaded from our website <https://www.croydonhigh.gdst.net/vacancies/> completed and, together with a supporting letter addressed to the Head, be emailed to hr@cry.gdst.net.

Applications will be reviewed regularly, and interviews may occur at any stage after applications are received. Interested candidates are encouraged to apply as soon as possible. The school reserves the right to appoint at any stage during the recruitment process.

Any candidate wishing to seek additional information on the role, or application process, should contact the HR & Compliance Officer by email: hr@cry.gdst.net

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Safeguarding

Croydon High is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service.

A copy of our School Safeguarding and Child Protection Policy (CHS) and Whole School Recruitment, Selection and Disclosure policy (including employment of ex-offenders) can be found [here](#) on our website.





Croydon High School, Old Farleigh Road,
Selsdon, South Croydon CR2 8YB

Head: Ms Annabel Davies

Head of Juniors: Miss Sarah-Jane Pendleton

www.croydonhigh.gdst.net

Juniors

Tel: 020 8260 7508

Email: juniors@cry.gdst.net

Seniors & Sixth Form

Tel: 020 8260 7500

Email: seniors@cry.gdst.net



Croydon High School

for girls aged 3-18

GDST

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GIRLS' DAY SCHOOL TRUST

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