



Gap year assistant

The gap year assistant must:

- support the teachers as required by the timetable
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- take initiative, be flexible and take direction from teaching staff
- be enthusiastic and have a 'can do' attitude
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy

Duties:

The gap year assistant should

- help class teachers with any admin such as preparing workbooks, photocopying, laminating, preparing and mounting of displays, helping set up the classroom and tidying up the classroom at end of the lesson
- help specialist teachers (e.g. setting up for art, sports, attending sports fixtures, help with the preparation of concerts)
- escort children to other lessons such as art and music or to a particular event that maybe off site.
- do supervision as required (lunch time, basement, walking bus, snack for club)
- attend staff briefings and staff meetings
- implement agreed school policies and guidelines
- be prepared to work with children in the Lower and Upper School

Hours: 8.15am – 4.30pm but flexibility is required