

JOB DESCRIPTION

Gap Year Student – Lower School

Promote and exemplify the School Mission:

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

Promote the School Values:

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- To provide support for staff and children

2. Relationships (including accountability)

- Accountable to the Heads of Lower School and also accountable to the Deputy Heads and Headmaster.
- To foster good working relationships with teachers, gap students, the Bursar, welfare, domestic, administrative and maintenance staff.
- Able to encourage good relationships and co-operation with pupils and parents.
- To be sensitive to the needs of the pupils.

3. Duties & responsibilities

- To provide classroom support as required by teaching staff (see below)
- Administrative tasks (e.g. photocopying, filing).
- To assist with sports coaching and fixtures.
- To help with extra-curricular activities as required.
- To be available for traffic duty / a.m. pupil drop-off.
- To help with outside playtime duties (inside if wet).
- To assist with supervision of lunch where appropriate.
- To help with After School Care/Extended Day or Activities (including until 6pm 2 evenings per week).
- To assist in other specialist areas according to strengths, e.g. Library, ICT, Laboratory, Grounds, Music.

Specific classroom support duties:

- Spelling and dictation groups.
- Group work e.g. English comprehension skills / Science practicals / reinforcement and extension work.
- Individual pupil assistance e.g. scribing, editing, games.
- Pupil research assistance on PCs.
- Maths support and extension / practical games.
- Reading help / groups and individuals.
- Assist pupils with model making, large displays (e.g. History).
- Display work / mounting / photocopying / filing.
- Registration cover.
- Making resources (e.g. Maths, Games).
- Help with lesson preparation / clear up.
- Accompanying trips.
- Additional support for break time supervision.

General:

- To foster the School's ethos.
- To ensure punctuality and example in attitude, manners and dress of at all times.
- To be present or available at pre-arranged times to carry out timetabled duties or supervision as necessary.
- To attend occasional additional meetings and events (e.g. Open Day, Carol Service) as agreed with the Heads of Lower School, Deputies and/or the Headmaster.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- To support and uphold the School's policies.

4. Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

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