



Job Description: Gap Year Assistants

Gap Year Assistants work under the direction and supervision of teachers in order to help promote effective learning. The following list is not intended to be a complete list of all the tasks that a Gap Year Assistant student could perform, nor is it intended that a single person would be able to take on all the tasks on the list.

Main Areas of Responsibility

Contributing to the quality of care and welfare of pupils by;

- building good relations in contacts with pupils.
- encouraging good standards of pupil behaviour.
- supervising non-teaching areas: corridors, cloakrooms, dining rooms and playgrounds (as detailed on duty rotas).
- supervising classes during 'wet' playtimes.
- escorting pupils within and outside the premises e.g. between classrooms, on educational visits, swimming lessons, sports events etc.
- providing comfort and care for minor accidents, upsets or ailments such as cuts and bruises (reporting to Nurse if considered serious).
- helping children who need support with putting on coats, shoes etc. whilst encouraging independence.

Contributing to the effective organisation and use of resources by;

- organising and maintaining the stock of materials and distributing resources. Maintaining and cataloguing collections of resources: libraries, collections of computer software and mathematics equipment.
- preparing classroom material by duplicating, setting out and clearing away equipment, making booklets.
- making displays: mounting examples of children's work, pictures, interest tables under the supervision of teaching staff.

Under the direction and supervision of the Form Teacher, supporting the needs of pupils effectively accessing the curriculum by:

- building a positive relationship with pupil and supporting the classroom/school ethos.
- developing good teamwork with the class teacher and other staff who are supporting pupils.

- preparing the classroom for aspects of the day's work e.g. setting up the art area, selecting measurement containers for mathematics, setting up computer for word processing, setting up science apparatus for an investigation or experiment ensuring pupils are paying attention, concentrating and staying on task.
- providing appropriate praise and encouragement to pupils during tasks.
- supporting children working together to encourage teamwork and co-operation.
- providing support to pupils in their classroom learning e.g. use of computers and general class activities.
- helping with tasks where there are physical difficulties, whilst encouraging independence and safety.
- helping pupils to follow instructions e.g. when moving to group activities and to find resources needed.
- providing help for pupils in organising their work e.g. following classroom routines and placing work in folders or marking trays.
- providing relevant information to teacher's records and reports on pupil's progress.
- providing support/supervision to pupils in the dining hall.

Under the direction and supervision of the Form Teacher, supporting the quality of learning and teaching in the classroom by;

- supporting children's play activities e.g. by listening and taking with children, joining in play games which practice skills, encouraging sharing, turn taking and co-operation.
- encouraging children's oral language development through play, books, stories and personal interaction.
- supporting literacy development by, for example, reading or telling stories and rhymes, guiding them to information books, labelling children's drawings and models and providing an audience for their reading activities.
- supporting numeracy development by counting and matching games and rhymes, practising number bonds and 'tables', building with shapes and developing appropriate language and supporting practical measurement activities.
- supporting practical activities in the classroom, planned as part of the teacher's programme; e.g. baking etc.
- supervising and supporting pupils while they undertake work set by the teacher.
- supporting record keeping by completing checklists of tasks with individual pupils where appropriate.

How to Apply

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to a.stutter@pgs.org.uk or HR@pgs.org.uk.

An electronic application would be preferable, submitted to the Headmaster's PA, Mrs A Stutter at a.stutter@pgs.org.uk All applicants should complete a Support Staff Application Form, and send a covering letter and full curriculum vitae. Postal applications should be addressed to Mr Peter Hopkinson, Headmaster, The Portsmouth Grammar Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date is noon Monday 23 April 2018 and early applications are encouraged. Interviews will be held on Thursday 3 May 2018.

March 2018