



Gap Year Student
Monday to Friday 8am to 4.30pm Term Time only

The Gap Year Student will be expected to provide general support across the whole Prep School and will also be required to assist in the PE Department.

JOB DESCRIPTION

- To provide classroom support as required by teaching staff
- Basic administrative tasks (eg photocopying)
- Displaying work
- Help with lesson preparation and clear-up
- Accompanying trips
- Individual pupil support
- To help with extra-curricular activities as required
- To assist with supervision of prep lunch when appropriate
- To help with playtime duties when required
- To assist with sports coaching including swimming lessons
- To assist with the setting up and running of games and PE lessons, sports coaching sessions, swimming lessons and matches

Other considerations:

- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at Assemblies
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To undertake such other duties as the Head or his Deputy may reasonably request
- To continue the roles outlined in this job description to the highest level

The above statement of Responsibilities is agreed to be an accurate job description