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**Cumnor House School for Boys**

**Job Description**

**Post held**: Gap Student

 **Responsible to**: Director of Sport and Headmaster

**Liaises with**: Director of Sport and Head of Games

**Main purpose of job**:

To play an active part in coaching, promoting and developing the school’s main sports (Rugby, Football, Cricket and Swimming) and provide learning support in the classroom*.*

**DUTIES AND RESPONSIBILITIES**

* Assist members of the PE department in their curricular work. This may include team teaching, preparation of equipment and departmental administration. Actively supporting the many extra-curricular activities of the PE department throughout the week;
* Preparing equipment for both Games sessions and matches;
* Coaching a team, either alone, or alongside another member of staff;
* If strong in one area of sport may also be asked to umpire or referee;
* Provide the office and staff with administrative support, including photocopying, filing, shredding, answering the phone and various other tasks such as dealing with parental concerns and questions;
* Assisting with match teas, tournament organisation, major sporting events and after school training sessions;
* Provide classroom support;
* Take part in practical sessions;
* Assist with Games sessions and support school teams;
* Organise or help with extra-curricular activities as required;
* To supervise outside playtime duties (inside if wet);
* To assist with supervision of lunch where required.

**Support for the school:**

Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;

Contribute to the overall ethos/work/aims of the school;

Appreciate and support the roles of other professionals;

Attend and participate in relevant meetings as required;

Where appropriate develop a relationship to foster links between home and school;

Liaise, advise and consult with other members of the team supporting the children as appropriate;

Contribute to reviews of children’s progress as appropriate,

Set a good example in terms of dress, punctuality and attendance;

Prepare and present displays of children’s work as required;

Undertake other duties from time to time as required by the Headmaster.

**Arrangements for appraisal of performance**

The role of the Gap student will be monitored through the school’s Performance Management Programme.

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children’s Social Care and/or the Local Authority Designated Officer*.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_