**Boundary Oak School**

**Job Description**

**Gap Assistant**

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**Responsible to**:  Houseparent and Head

**Aim of post:**

To support the Houseparent and efficiently help to manage the organisation and resources of the House; to provide for the safety, good discipline and pastoral wellbeing of all pupils in the House. To play a full part in the life of the school as a teaching assistant.

Gap Assistants are guaranteed one whole day and two free evenings a week (Mon-Fri), and one weekend off in two. Accommodation for all Gap Assistants is in a residential house in Fareham, where two same sex assistants may be required to share a room. When on boarding duty they will share a flat in the main Boarding House. During term time all meals will be provided free of charge in the school dining room and Gap Assistants have their own cooking facilities within their accommodation if they remain in school or in their residential accommodation during the school holidays when no food is provided.

When Gap Assistants first move in to School they will be given formal guidance by the House Parents, Deputy Head and other experienced staff as part of their induction. They will not be expected to take on any tasks that they are not totally comfortable doing.

**Qualities we are looking for in our Gap Students:**

 • Outgoing

• Self confidence

• Team player

 • Friendly

 • Enthusiastic

 • In good health

•Willing to learn

• Willing to take on responsibility under supervision.

 • Adaptable

• Interested in integration into school life

• Strong sporting interests.

As a school which sets high standards for its students, there is an expectation of high standards from all those who work at the school. All staff should provide students with positive role models. Gap Assistants are expected to:

 • Be hard working, reliable and punctual

 • Demonstrate honesty and integrity at all times

• Be neatly dressed and generally smart in appearance

 • Attend school functions when required

• Support the aims of the school

**Daily duties during the school day:**

Gap Assistants will be teaching assistants or office assistants during the school day. The roles will be matched depending on experience and qualifications and are subject to change during the year. However, please express a preference for one or two of the following areas in your application:

* P.E, Sport and Games (all age groups)
* PrePrep assistant (Years 1-3, ages 5-8 years old)
* Pre-School assistant (Pre-reception children, aged 3-4 years old)
* Prep assistant (Years 4-11, ages 9-16 years old)
* Office/Marketing assistant

**In the Boarding House Gap Assistants are expected:**

1. To contribute to the induction arrangements for new pupils joining the house; to ensure that any “settling in” problems are resolved.
2. To provide a sympathetic presence in the House and to be sensitive to those who are having difficulties coping with school life; to liaise closely with other relevant staff concerning the progress and welfare of pupils.
3. To be responsible for the care, supervision, cleanliness and presentation of pupils in the House, co-ordinating and liaising with other boarding staff as necessary.
4. To be aware of the school uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and return from the Laundry.
5. To ensure that the individual circumstances, needs, strengths and weaknesses of each pupil are identified and known by staff as needed, so that individual opportunities, talents and potential are developed and maximised.
6. To implement supervision; to ensure the safety and security (including emotional) of all pupils at all times when they are in the school’s charge (including meal times, prep time, weekends and on expeditions and outings).
7. To liaise with the person in charge of first aid and health to ensure that pupils’ medical requirements are properly catered for; to encourage pupils to adopt a healthy lifestyle.
8. To ensure that pupils clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect.
9. To develop, in the pupils, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.
10. To ensure that pupils make use of the full and varied programme of extra-curricular activities available and pupils are appropriately occupied, especially at weekends.
11. To be aware of the academic strengths and weaknesses of pupils; to ensure that the conditions and supervision in evening prep are conducive to effective academic progress.
12. To ensure that family incidents and problems are brought to the attention of those who need to know.
13. To counsel pupils at a time and place which is conducive to good communication, concerning any emotional, academic, social or behavioural problems they may have; to fulfil the requirements of the school’s policy on Child Protection.
14. To take part in appropriate staff cover arrangements for other staff if needed.
15. To attend boarding staff meetings as required.
16. To support the school’s Disciplinary Policy and, by encouragement and reward and by a clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the school.
17. To ensure that you are familiar with the Boarding handbooks, the school’s policies and procedures for safeguarding, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas.
18. At the end of the holidays (especially if the House has been used for holiday lettings), to help Housemistresses prepare bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable.
19. After the end of term, to assist with the clearing up and cleaning of the house; to carry out a check of all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required for submission to the Bursar.
20. To take part in such performance management or staff review arrangements made by the school.
21. To perform any other tasks that the Headmistress or House Parent may reasonably request.
22. Gap students are subject to the School’s Support Staff Disciplinary Procedures

**Teaching Responsibilities in School**

All lessons are taught by fully qualified teachers, and Gap Assistants are there to provide extra help under the guidance of such teachers. Gap Assistants may well be attached to the department of their own academic subject to help with lessons and to further their own studies.

Gap Assistants are expected to play as full a part in the life of the school as time permits will be timetabled with duties in school hours which may include the following.

1. To support the various departments in areas that meet your particular skills or interests.
2. To assist the games staff as directed in timetabled games and PE including supervising changing rooms and fixtures at other schools.
3. To carry out Breaktime duties with other staff.
4. To assist in the organisation of all major school events.
5. To assist in the library.
6. To work in the school office as directed by the Office staff.
7. To help with administrative jobs for teachers such as photocopying, laminating, display boards etc.
8. To assist teachers in class.
9. To perform any other tasks that the Head may reasonably request.

Gap Assistants are expected to sleep in each night when they are on duty and thus maintain their vital security and caring function. When Gap Assistants are off-duty they can stay in their off-site residential house.

Gap Assistants are never left in sole charge of a boarding house. Their function is to help the House Parent or Resident Tutor who is on duty. Their duties are arranged by mutual agreement with their House Parents.

Gap Assistants are expected to help with school fixtures, sports tutors and boarders’ activities at the weekends.

Duty changes and swap requests should be made with the knowledge of the House Parent and usually require a minimum of 24 hours notice.

Gap Assistants should know that their regular presence in their boarding house is vital in fostering security, community and friendship. House Parents rely on Tutors and Gap Assistants who are aware of their unwritten duties as well as their set ones.

Residents may entertain guests as normal, though overnight visitors to their residential house may only be allowed by prior arrangement with the Head.