

JOB DESCRIPTION

Job Title	Gap Assistant
Department	Bilton Grange
Function	O&A
Reports to (Job Title)	Deputy Head
Location	Bilton Grange

Please note that if you are applying for this position from overseas you must be eligible to come to the UK and work via the UK Ancestry Scheme. Bilton Grange is not a Tier 5 Licence holder so under UK immigration law we cannot accept people hoping to travel on the Youth Mobility Scheme.

JOB PURPOSE

Each calendar year, the School appoints a number of Gap Assistants as assistant members of staff, to work in both the Prep and Pre-Prep departments. Gap Assistants are not expected to teach children in the formal sense: they will not be placed in charge of any group of children without a full member of staff being present or having established the activity. They will be referred to as Mr... and Miss... by the children, and be expected to be smartly turned out during the day (for example men will be expected to wear a tie). This helps to maintain the high standards of behaviour and respect that exist at the School. Training in child protection and induction into the School, helping Gap Assistants to consider setting appropriate boundaries with the pupils, is given at the start of a Gap's time with us.

It is expected that the successful candidates will be fully involved in the life of this boarding and day school in the widest sense. The working week includes Saturday morning classes and children enjoy fixtures against other schools as well as games and activities on a Saturday afternoon. Gap Assistants are also required to accompany trips and activities on Sundays which are arranged for the full boarders. There is ample scope to share interests and enthusiasms with the children in their activity time. It is hoped that the daily timetabled schedule for a Gap Assistant can be tailored to a degree towards individual areas of expertise and enthusiasm. For example, we sometimes have specific needs for Gap Assistants who are experienced in Music, Drama and Design Technology, as well as the possibility of a Gap Assistant who will specialise in supporting the Pre-Prep (perhaps considering a career as a primary-trained teacher), although they too will have additional duties within the Prep and in the Boarding houses in the evenings and weekends. Our Gap Assistants are trained (at our expense) to become qualified lifeguards which not only helps them to be more effective in their role at Bilton Grange but also provides Gap Assistants with a useful qualification for their further

endeavours. Some of our Gap Assistants have some experience of playing (or possibly even coaching) our major sports (Netball, Hockey, Rugby, Cricket, Athletics and Rounders) and generally all are expected to help with sports coaching and supervision. We are also interested in having at least one Gap assistant with experience in the School's new Chorister Programme and one with an interest in equestrianism.

Gap Assistants will normally receive free accommodation at the School, which may be used throughout the year. The accommodation has its own kitchen area, but, during the school term, school catering is available at no extra cost. All rooms have recently undergone refurbishment and have Wi-Fi access. Gap Assistants also share a communal sitting room with a TV. Gap Assistants are not required to work on Exeat weekends (beyond 4pm) or during other school holidays, but may have the opportunity to assist on residential trips outside term time.

Many of the Gap Assistant's responsibilities are vital to the smooth running of this busy school. In their interaction with the children, the parents and their fellow staff, the Gap Assistants will have a direct influence on the quality of education which Bilton Grange provides.

It is the case that, on occasion when there is an event at School in the evenings, Gap Assistants may be required to sit with staff children who live on site at their home, so that the member of staff can attend and carry out their duties; this is considered to be part of the Gap role. However, Gap Assistants may also make private arrangements for their 'baby-sitting' services outside of this requirement and thus earn some extra money.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

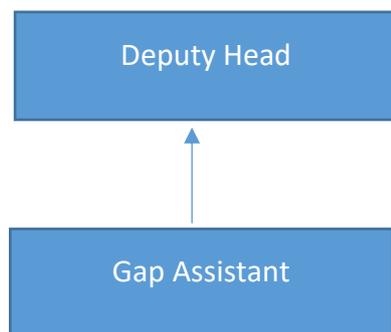
- Assisting duty staff in supervising play areas and break-time activities. It is hoped that Gap Assistants will show initiative in the organisation of informal games with the children.
- Overseeing and helping the serving of snacks at break time.
- Acting as a classroom assistant and helping with listening to the children read.
- Assisting with the games and/or activities programme. For those with particular expertise, there is the chance to help with coaching specific teams.
- Assisting with sporting, adventure and educational trips, both residential and day, and off site at weekends.
- Undertaking help in the preparation of teaching resources: photocopying, laminating, display work etc.
- Assisting within the Boarding Houses
- Supervising small groups of children in non-teaching situations: after-school care at the Pre-Prep for example, or the ICT room at the Prep.
- Being aware of any significant pastoral needs of the children and which staff to inform.

- Being aware of procedures and safety requirements (details supplied on arrival).
- Undertaking any specific roles in which there is certain expertise or interest.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

RELATIONSHIPS

Internal	All Bilton Grange staff and pupils Deputy Headmaster Headmaster Headmaster's PA Boarding Team Nurses Administrator/Receptionist Teaching Staff/Tutors Catering staff Housekeeping Staff Maintenance Staff
External	Visiting School staff & pupils

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	Have a sound, basic education with an accountable standard of numeracy and literacy.		Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Have a positive approach to children. Enthusiastic, energetic and hard-working.	Experience of an independent School	Contents of the application form. Interview. Professional references.
Skills	A sense of humour and the ability to inspire curiosity and a love of learning amongst young children. Good interpersonal skills with the ability to inspire confidence amongst parents and colleagues. The ability to remain calm and consistent particularly when dealing with challenging behaviour and an ability to learn effective behaviour management techniques. Ability to respect confidential information. The ability to respond creatively to new challenges. Be computer literate		Contents of the application form. Interview. Professional references.

<p>Knowledge</p>	<p>Respectful of other cultures and beliefs.</p> <p>Have a sound, basic education with an accountable standard of numeracy and literacy.</p>	<p>A basic understanding of Child Protection procedures (full training will be given).</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<p>Personal competencies and qualities</p>	<p>Someone who sets himself or herself very high professional and personal standards</p> <p>Motivation to work with children and young people.</p> <p>Keen to contribute to games and activities.</p> <p>Good organisation and time management skills and have the ability to work on your own initiative.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p> <p>Ability to work under the direction of others and as part of a team.</p> <p>Be enthusiastic and committed to supporting school life.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>