

GAP Assistant - Job Description

Department:	Cranleigh Prep
Reporting to:	Deputy Head Pastoral (Cranleigh Prep)
Hours:	Fixed term contract for two terms Hours will vary across a week and will be discussed in an interview. Total hours will be between 40-44 hours a week
Location:	Cranleigh

Job Summary

The Gap role is varied and demanding, designed to enhance pupils' learning experiences, support their safety and well-being, and assist with the day-to-day operation of both the curriculum and pastoral areas of the School. Gap Assistants work across a range of departments and support the Head of Boarding in delivering and supervising activities for boarders outside of day school hours.

Gap Assistants may be recent graduates or individuals undertaking a year out before starting university. They undertake general duties throughout the School, and their work programme may be adjusted in response to the changing priorities of the School and its curriculum. The role places particular emphasis on supporting sports and co-curricular activities, as well as contributing to the smooth running of the boarding house. Further details of the role are outlined below. Additional duties may be necessary and will be directed by the relevant Line Manager.

Key Responsibilities

Support for Pupils:

- Attend to pupils' personal needs and implement relevant personal programmes, including those related to social, health, physical, hygiene, first aid, and general welfare.
- Supervise and support pupils, ensuring their safety and enabling their full access to learning opportunities.

- Build positive relationships with pupils, serving as a role model and responding appropriately to individual needs.
- Foster an inclusive environment that promotes the acceptance and participation of all pupils.
- Encourage pupils to interact with peers and engage actively in teacher-led activities.
- Support pupils in developing independence, providing appropriate guidance as needed.

Support for Teachers:

- Provide in-class support to help pupils develop their learning, complete their work, and improve their understanding.
- Prepare the classroom for lessons as directed, clear the learning environment afterward, and assist with creating and maintaining displays of pupils' work.
- Monitor pupils' progress, achievements, and any concerns, and report this information to the teacher as agreed.
- Complete pupil record-keeping tasks as requested.
- Assist the teacher in managing pupil behaviour and report any difficulties as appropriate.
- Gather and relay information to and from parents/carers as directed.
- Provide clerical and administrative support, such as photocopying, typing, filing, collecting money, and other routine tasks.

Support for Sport and Activities:

- Assist in coaching sports and delivering activity sessions.
 - Support lead coaches in creating a safe, positive, and constructive coaching environment.
 - Where appropriate, take responsibility for overseeing designated sports teams and admin.
 - Be available to coach or referee during games afternoons, after-school clubs, weekend events, and other scheduled activities.
 - Supervise pupils during changing times on games afternoons.
 - Organise and prepare equipment and kit prior to games sessions.
- * Games Kit will be provided.

Boarding Duties – reporting to Housemaster/Housemistress/Matron and Nurse:

- To be fully conversant with the school procedures for child protection and all other relevant policies.
- Help with boarders' activities before and after tea.
- Be aware of boarders' welfare and behavioural issues.
- Prepare 'muck' (evening snack) and clear up afterwards.
- Report any concerns about pupil welfare or behaviour to the member of staff on duty.

Academic Duties – reporting to Emma Lewis:

- Supporting classroom teaching at CPS either through administrative duties or lesson support.

- Assist with DT, Food Tech, Dance, IT, touch typing and privilege time.
- Accompany school trips including one UK residential trip.

Administrative Duties – reporting to Emma Lewis:

- Carry out break time duties which will include serving of snack and supervision of pupils
- Help with sorting and delivering internal and external post.
- Undertake filing and photocopying.
- Help at school functions, e.g. School Open Mornings.
- Support the Admissions Team in open/testing days for new pupils and other admin as required.
- Supervise pupil late pick up ‘Hub duty’.
- Take responsibility for applying a compliant data protection approach across all activities which involve personal data or data processing, in line with the School’s Data Protection, Information Security and IT Acceptable Use policies.

Changes to this Job description can occur in liaison with the Head of the Prep School.

Person Specification	
Essential Criteria	Skills/Abilities: ● Good team working skills allied to communication skills. ● An interest in education and learning. ● An interest in working with young pupils. ● The ability to respect confidentiality and understand the importance of protecting data and information. ● Be resourceful, adaptable and versatile. ● Be able to prioritise your workload and communicate about this. ● Be proactive and thoughtful. ● Degree Graduate or post sixth form education. Experience: ● Experience of working with young people. ● Experience of the independent school sector (desirable)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.