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## JOB DESCRIPTION

### for the post of Gap Assistant at THE ROWANS SCHOOL

**Job Title:** Gap Assistant (The Rowans School)

**Reporting to:** The Head of The Rowans School

**Primary Purpose:**

The Rowans School, part of The Shrewsbury House School Trust and St Paul's Group, is known as a strong all-rounder school and has a very good record of academic success. The school is looking to appoint an enthusiastic, intelligent person to support the academic areas (and non-academic areas such as Art, Music, Drama). The position would suit a recent school leaver looking to gain valuable experience in a thriving, academically robust educational environment. There may also be a part of the day dedicated to supporting the sports department.

**Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Key Tasks and Responsibilities:**

- General office work and school administration
- Helping out in the classroom, working alongside teachers and teaching assistants including hearing children read and working with groups under direction of the teacher
- Playground duties before school, during school and assisting with clubs after school.
- Assisting with other activities, such as sports fixtures and school functions, occasionally outside normal working hours
- Generally helping out where needed across the whole school

**Shrewsbury House School Trust**

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- To attend fixtures as required, which may occasionally be on a Saturday morning;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager and/or the Director Finance and Operations/Head or other designated supervisor.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

Signed: \_\_\_\_\_  
Employee

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