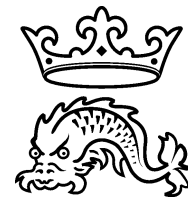


HAZLEGROVE PREPARATORY SCHOOL



JOB DESCRIPTION

Title of Post: Gap

Relationships: The post-holder reports to the Head of Boarding

General purpose: To assist in all areas of the School as directed by the Head of Boarding.

General Duties:

- **Games/PE** - Help in the changing rooms as pupils prepare, assist with lessons, coaching games, keeping equipment tidy. Ensure pupils adhere to correct procedures and help to maintain good behavior by copying good practice from teachers.
- **Support in lessons** – Provide support as directed by the teacher. For example, assisting pupils with reading and writing in lessons for example. Provide support to a curriculum area which is an interest or strength, as agreed with Head of Boarding.
- **Office duty** - Assist with general school administration, eg answering the phones and distributing mail, whilst at all times remaining positive, helpful, polite and professional, using initiative where required.
- **All Subjects** - As directed by the respective Head of Departments.
- **Art Department** – As directed by Head of Art Department
- **Prep and lesson cover** - Supervise prep time and lessons as required. Maintain good behaviour and silence, and report any disruptive behavior or problems to tutors.
- **Assemblies** – Attend assemblies and other relevant meetings during the week.
- **Duties** - As part of a Duty Team, assist with school duties such as break duty, patrolling the school, helping supervise the adventure playground, supervising music practice. Be on duty during staff meetings and assist with the wet play programme. Offer and or assist with the club and activities weekly programme.
- **Sports Matches** – Assist with teams at inter school fixtures as required. These matches may be off-site. Wear Hazlegrove sports clothing or smart clothing.

- **Pupils** – Be a role model for pupils. Display appropriate conduct around the pupils. Maintain consistency and respect at all times. Work with colleagues to maintain high standards of behavior by pupils in all areas of School life.
- **Matron/Houseparent cover** - Provide overnight cover as required (sometimes in emergencies) in either Lankester or Blackford boarding houses.
- **Start and End of Term** - Assist in the School at these busy times. This may impact on your half-day off.
- **Supper (meal times)** - Supervise a table to ensure discipline and appropriate manners while the pupils are eating.
- **Boarding House duties** – To contribute to the full range of boarding house duties. Attend the boarding house punctually to assist with wake up and evening registration. Be responsible to the Houseparent for the general welfare and personal development of all the boarders in the House in accordance with the policies of the School.
- To attend all relevant staff meetings and INSET days and any relevant external courses.

NOTE

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Hazlegrove Prep School, is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
- The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.