**Gap Year Assistant – Devonshire House School**

**Required for period from 19th February 2018 to 6th July 2018**

*Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. Devonshire House Preparatory School is an equal opportunities employer.*

Gap Assistants work under the direction of the Deputy Head and Head of Games, but a degree of initiative, flexibility and self-motivation is expected. The School day is from 8.00 a.m. until 4.30 p.m. Duties include supporting the Games Department and Junior School and Early Years Deputy Heads.

GENERAL

* To be familiar with and to follow guidelines as set out in the school staff policy documents, with particular reference to Health and Safety.
* To promote a good standard of pastoral care.
* To share in the pastoral duties on rota basis, e.g. break and lunchtime duties.
* To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team and working in a co-operative, diplomatic and flexible manner.
* To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.
* To keep the Class teacher, Head, and Deputy Heads informed of any relevant matters concerning pupils or staff.
* To work with the administrative staff in order to ensure the smooth running of the school on a day-to-day basis and on special occasions.
* To undertake such additional duties as might be reasonably requested by the Headmistress or other authorised person.
* Elements of this job description may be re-negotiated periodically.

Shortlisted candidates will be called to interview. They should bring with them their original qualifications, a passport or other proof of identity. If not a UK citizen they should bring with them proof of their entitlement to work in the UK. An offer of appointment will be subject to a satisfactory DBS Clearance and the receipt of references satisfactory to the School.

### Please contact: Ruth Patten, Human Resources Manager [HRM@devonshirehouseprepschool.co.uk](mailto:HRM@devonshirehouseprepschool.co.uk) 020 7435 1916

### The interview process will involve:

* Assisting at an off-site Games lesson, observed by the Head of PE & Games.
* A tour of the School
* An interview with the Headmistress and Deputy Head