



Queen's College, London

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Established 1848

## Gap Year Assistant

### The PE Department

The PE department comprises four full-time members of staff, including a Director of Sport who works across both the College and the Prep school, a netball specialist and two Dance specialists who also teach the games programme. The College has a gym onsite, and we make frequent and regular use of many local facilities including Moberly Sports Centre, Parliament Hill Athletics Track, and Regent's Park.

All pupils in Year 7 through to Year 11 have one afternoon each week which is dedicated to games and sport. In addition, Years 7 to 9 have timetabled lessons of gym and dance. At Key Stage 3, a variety of sports are taught, including netball, football, cross-country, gymnastics, dance, badminton, rounders, cricket, and tennis.

In Years 10 and 11, an option system is offered, and pupils can choose to participate in traditional team-based games or more individual activities. In addition to this, GCSE Dance is currently offered as an option at Key Stage 4 and A-level Dance and Community Sports Leaders at Key Stage 5. All pupils in the Sixth Form have timetabled sports lessons, offering a range of activities tailored to the interests of the pupils and helping to promote a healthy, active lifestyle.

The department runs an extensive extra-curricular programme, with activities taking place before school, at lunchtimes and after school. The pupils participate in weekly fixtures including netball, football, athletics, rounders, swimming, athletics and cross-country.

### The Role

The school is seeking an enthusiastic, conscientious and collaborative Gap Year Assistant to provide wide-ranging support for the PE department. The role will predominantly assist in delivering high-quality teaching and learning in both the curriculum and co-curriculum, supporting the effective use of resources and the highest standards of achievement and enjoyment in PE for all pupils.

In addition, the Gap Year Assistant will provide further support in other areas of the school, including lesson cover for staff absence, supporting school events and assisting with day-to-day organisation and administration to contribute to the smooth running of daily school life.

## **Key Responsibilities**

**Reporting to:** Senior Deputy Head

### **Main Duties & Responsibilities**

- Assist with the planning, preparation and teaching of PE lessons
- Lead lunchtime and after school clubs
- Work with the department to ensure equipment is orderly, in good condition and accessible
- Supervise pupils on sporting fixtures/trips, including overnight and overseas where needed
- Assist with after school events e.g. the Sports Awards and the Dance Show
- Attend department meetings and school briefings as required
- Provide cover for staff absence as required
- Provide cover during break time and lunch time duties
- Provide cover during Private Study sessions e.g. I Juniors & II Juniors
- Provide front office cover when required
- Provide support during examinations e.g. taking pupils out who need rest breaks
- Assist in day-to-day organisational and administrative tasks
- Support the wider co-curricular life of the school

### **Other Duties**

- Undertake additional duties that are commensurate with the role, as reasonably required

### **All staff are expected to:**

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

## Person Specification

### Essential

- Educated to Level 3 qualification e.g. A-levels
- Excellent literacy and numeracy skills
- Strong IT skills
- Strong interpersonal, written and oral communication skills
- Good organisational and administrative skills
- Commitment to the ethos of the school
- An ability to relate well to children and develop effective professional working relationships with adults
- Enthusiasm and an ability to use own initiative
- Reliable and punctual
- Ability to prioritise and work flexibly, and a willingness to take ownership of tasks
- A role model who demonstrates professionalism at all times
- A keen sense of humour and a positive 'can do' attitude
- Able and willing to undertake additional duties as part of the whole-school team
- A belief in the unlimited potential of every pupil

### Desirable

- A keen interest and/or experience in one or more sports
- Working knowledge of safeguarding practices & principles

## Terms and Conditions

- Fixed term position for the remainder of the 2024-25 academic year (with the possibility of extending into the 2025-26 academic year)
- Full-time, term time only
- Start date: March 2025 (or as soon as possible thereafter)
- Normal hours of work: 0830 – 1630, Monday to Friday
- The salary for this role will be £18,270 per annum
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

*Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.*

*During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.*

*This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:*

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).*

*Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.*