



SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION

for the post of Gap Assistant at SHREWSBURY HOUSE PRE-PREPARATORY SCHOOL (SHPPS)

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.

Reporting to: The Head of SHPPS

Primary Purpose:

Shrewsbury House Pre-Preparatory School, part of The Shrewsbury House School Trust, is a school that offers an excellent educational opportunity to both boys and girls aged between 3 and 7. The School is offering a wonderful opportunity for an enthusiastic, outgoing person, who enjoys working with children, to support different areas of school life and become a part of the team for a year. The position would suit a recent school or university leaver, providing valuable experience in a thriving educational setting.

Key Tasks and Responsibilities:

- Helping out in the classroom, working alongside teachers and teaching assistants including hearing children read and working with groups under direction of the teacher
- Working alongside the Nursery staff and children
- Playground duties before school, during school and assisting with wrap-around care and a club after school.
- Assisting with other activities, such as sports sessions and Forest School
- Involvement in other school functions, occasionally outside normal working hours
- General office work and school administration
- Helping out where needed across the whole school
- Support the School values of Teamwork, Resilience, Aspiration, Care and Kindness

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 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 the 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.

Employee: _____ Date: _____