



Day Gap Year Assistant/ Residential Gap Year Assistant

Each year, the school offers places for a number of students in their gap year to work as part of the school's community under the supervision of the teaching staff. Spending a Gap year in a school, having just completed one's schooling, may not seem very adventurous but it has been, for many, a very valuable experience in itself and an excellent preparation for higher education.

The work is demanding, enjoyable and varied and we try to arrange the duties of each of the Gap Assistants according to the interests and skills of the appointed candidates. Strong interests or abilities in one or more of **Sports, Music/Boarding Department (residential role), DT, and Art** would be particularly welcome, in addition to a willingness to provide general support of teaching staff in their work and in the care of children. We also appoint one Gap assistant to work in Byron House, the Junior department, so an interest in becoming a primary school teacher would be good.

Overview of Positions:

Day Gaps

Sports Gap Assistant

This position involves contributing, under the supervision of the PE staff, to the teaching of a range of sports, including rugby, soccer, hockey, cricket and athletics for boys and netball, hockey, cricket and athletics for girls. Other sporting interests may also be accommodated. The Sports Gap Assistant will receive lifeguarding training to enable them to support in swimming lessons and will be expected to support at fixtures, including refereeing/ umpiring as required.

Art Gap Assistant

The Art Gap Assistant gives time to support the Head of Art in the preparation of materials and resources and in the management and display of the children's work. They will also support in the classroom and work with small groups, as well as assisting in clubs.

Byron House Gap Assistant (Junior Gap)

The Byron House Gap Assistant works in the Junior school alongside classroom teachers to assist individual children or small groups of children with their work, preparing resources and helping with the day to day running of the classroom. They will also help support on the gathering of information for the school publication, The Eaglet. This would suit someone who would like a career in teaching young children.

DT Gap Assistant

The DT Gap Assistant gives time to support the Head of DT in the preparation of materials and resources and in the management and display of the children's work. The ideal candidate must have some understanding of CAD CAM, experience in using hand and power tools and be able to be hands-on in a busy practical classroom where tools and materials need to be tidied and washed up on regular occasions.

Residential Gap Assistants

Music Gap Assistant

The Residential Music Gap Assistant make a significant contribution to the smooth running of a highly active and vibrant Music Department, supporting the Class Music Teachers in their lessons, supervising the choristers and other individuals in their instrumental practice, teaching Music Theory to individuals and small groups and assisting with administrative and concert stage management tasks. They undertake duties on a rota in the Boarding House as part of a boarding staff team which cares for the choristers and other members of the boarding community.

All Gap Assistants, both day and residential, are expected to assist with administrative work, which will include desk/reception duties as required. They may also be required to support children with individual needs in 1:1 interventions and support on trips, or in the science prep room.

All Gap Assistants contribute to the supervision of children in the playground during their morning or lunch time breaks and at the start of the day.

Applicants should consider which combination of the above roles might be best suited to them and should make this clear in their letter of application.

The school is in session for approximately 34 weeks per year. The Gap Assistant will be required to attend training in the days preceding the start of term and to assist in preparation for the term ahead. On limited occasions, with prior notice, a Gap Assistant may be required to work after the end of a term but they will be free for most of the School's holidays.

Salary

The salary range for the non-residential role is **£18,125-21,232 per annum**, dependent on age, and is based on 40 hours worked per week for 37 weeks per year (34 weeks term-time plus 3 weeks non-term-time).

The salary range for the residential role for September starters is **£16,661-20,157 per annum**, dependent on age, based on working 45 hours per week, 37 weeks per year (34 weeks term time plus 3 weeks non-term time). The salary is after deduction of the Accommodation Offset.

The salary range for the residential role for January starters is **£16,506-20,001 per annum**, dependent on age, and is based on 45 hours worked per week for 37 weeks per year (34 weeks term-time plus 3 weeks non-term-time). The salary is after deduction of the Accommodation Offset.

Lunch from the School's dining hall is provided free of charge.

Applications

A handwritten letter of application should be sent with a fully completed application form (see 'The Application and Recruitment Process') to The HR Officer, St John's College School, 75 Grange Road, Cambridge CB3 9AA, or to recruitment@sjcs.co.uk.

St John's College School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.