

**JOB DESCRIPTION FOR GAP ASSISTANT**

<b>Responsible to:</b>	Head of Section / Department and Professional Tutor
<b>Job Overview</b>	To provide administrative and classroom support and to help in the smooth running of the Section / Department.
<b>Duties and Responsibilities:</b>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• To assist in the classrooms and departments as timetabled and as directed by the form teacher or Head of Section / Department.</li> <li>• To assist staff in promoting children’s personal, social and emotional development with communication and physical skills in all activities.</li> </ul> <p><b>Duties may include:</b></p> <ul style="list-style-type: none"> <li>• To help create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.</li> <li>• To listen to the children read and to promote their interest, enthusiasm and understanding of books.</li> <li>• To determine the need for, prepare and clear up activities and resources in cooperation with other staff indoors and outdoors.</li> <li>• To assist staff in creating child friendly, interactive displays and presentation of children’s work.</li> <li>• To ensure that school policies are reflected in daily practice.</li> <li>• To perform school duties, including break and lunch supervision.</li> <li>• To assist with school events and productions.</li> </ul> <p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of pupils.</li> <li>• Provide administrative support for your Section / Department and carry out administrative tasks at the request of the Head of Section / Department and Professional Tutor.</li> <li>• Share regular supervisory duties as required, including during break and at lunchtime.</li> <li>• Supervise children on visits, trips and out of School activities as required.</li> <li>• To be flexible in approach to the school day and week, undertaking different tasks as required.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance and conduct.</li> <li>• Actively promote positive, courteous relations with children, parents and colleagues.</li> <li>• Maintain good order and discipline among pupils and to support and contribute to the School’s responsibility for safeguarding their children.</li> <li>• Promote the good name and reputation of the School.</li> </ul> <p>This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such</p>

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<b>Keys Skills &amp; Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safeguarding procedures.</li> <li>• Strong ICT skills.</li> <li>• Experience of working with nursery and primary age pupils (desirable)</li> </ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>• Enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from children, colleagues and parents.</li> <li>• Team focused: shares knowledge and information with other members of staff to promote good practice.</li> <li>• Focuses on what needs to be delivered: understands what is needed and responds promptly.</li> <li>• Good organisational skills.</li> <li>• Reliable and punctual.</li> <li>• Able and willing to undertake additional duties as part of the whole school team.</li> <li>• Commitment to the highest standards of educational and pastoral care for all pupils.</li> </ul>
<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• 8am to 5pm, with a one unpaid hour break, each day plus a proportional share of organisational duties, including after school care. • INSET days and major school and departmental events, such as Open Day and trips out of School.</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time.</li> </ul>
<b>Equality, Diversity, and Inclusion</b>	<p>We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions. We encourage applicants from underrepresented groups to apply for any of our available positions.</p>
<b>Safeguarding Children</b>	<p><b>Safeguarding Children</b></p> <p>Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including online checks, checks with past employers and the Disclosure and Barring Service.</p>

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