

**JOB DESCRIPTION AND**

**PERSON SPECIFICATION**

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| **Job Description** | | |
| Job Title | Graduate Gaps Assistant |  |
| Responsible to | Edward Lougher (Deputy Head – Prep) and Steve Webb (Director of Activities) |  |
| Department | Preparatory school |  |
| Purpose of job and primary objectives | * To aid in the smooth running of the boarding House and the games programme of the school. * This is a ‘live-in’ role. |  |
| Duties | * To assist Housemasters/mistresses with the day-to-day running of the Day and Boarding Houses. Such duties will include break time supervision, accompanying the children to and from lunch, after school and prep supervision and in the case of the Boarding Houses, morning, and evening and weekend duties on a rota basis. * To assist staff in the Games and PE Departments with curriculum and co-curricular Physical Education, Swimming, and Games lessons, including the possibility of the coaching and supervision of School Teams, with a specialism in Rugby, Hockey cricket or Netball. * To perform School Duties, including Playground Supervision and Road Crossing Duty. This is an important part of the post. * To participate in the School ‘Outward Bound Programme’, including the running of activities such as Rock Climbing and Horse Riding. * To Assist with the Saturday Morning and After School Co-Curricular Activities Programmes. * To participate in Day Trips, Overnight Trips and on occasions Overseas Trips if required. * To assist teaching staff in the classroom and the Library, as required. * To cover staff absence as required. * To assist the Senior Management Team and Secretarial Staff with other tasks and duties as required.   **Equal Opportunities**   * Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.   **Safeguarding**   * Maintain an up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.   **Health and Safety**   * Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.   **Professional Development**   * Maintain and update your own knowledge and skills in line with legislation and the needs of the role. |  |
| **Person Specification** | **Key Qualifications, Knowledge, Skills and Attitude** |  |
| Key Qualifications | Essential:   * A degree |  |
| Skills required | Essential:   * A good level of sporting ability. * An ability to coach Rugby, Hockey Cricket or Netball   Desirable:   * A lifeguard qualification would be an advantage however training will be available. |  |
| Attitude and Personality | * Flexibility, enthusiastic and a willingness to try new areas. * An ability to show that you have worked with children in the past. |  |

This job description is a brief and concise description of the above job.

Date: March 2019

Prepared by: Steve Webb

Approved by: Jim Walton

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee…………………………..………………………………………..

Signature of employee…………………………………………. Date …………………