



A Career at St Edmund's College	
Graduate GAP Assistant	
Job Description	
Reporting to:	Head of Girls' Games, liaising with the Head of Boarding.
Hours:	<p>Various (see below).</p> <p>Fixed term of one academic year. As soon as possible in 2021 to 7th July 2022.</p> <p>Term-time plus fixtures, school trips and Duke of Edinburgh (DofE) expeditions, which may fall over weekends, during term-time or over College holidays. If you are not needed during College holidays you do not need to be on site should you not wish to be and will be given reasonable notice when required.</p>
Accommodation:	Accommodation at the College to assist with the boarding duties within your role.
Time Off:	<p>1 evening per week from 4.30pm to 1pm the following day, except where your attendance is required on school trips and DofE expeditions.</p> <p>You will be required to complete 1 weekend every 3 or 4 weeks doing boarding and activity duties and will have the other weekends off (however, you will be required to complete Saturday fixtures which may be mornings and/or afternoons).</p> <ul style="list-style-type: none"> Your working hours are during term-time and you will enjoy time off during College holidays, except where your attendance is required at school trips and DofE expeditions. If you are not needed during College holidays you do not need to be on site should you not wish to be and will be given reasonable notice when required.
Line management duties and responsibilities	<p>1. <i>Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.</i></p> <ul style="list-style-type: none"> All games afternoons Support PE Lessons Mid-week fixtures which maybe outside the school day Saturday Fixtures After school training sessions The ability to assist in the teaching, coaching and umpiring in Hockey and Netball/Tennis/Rounders/Swimming/Gymnastics/Rugby/Football/Cricket A refereeing or umpiring qualification would be an advantage Tuesday afternoon activities: 3.20 - 4.35pm (CCF) 2 evening duties per week (Friday evening and one other) 1 weekend in every 3 or 4 weeks doing boarding and activity duties 25 to 30 days commitment to Duke of Edinburgh expeditions during term-time (which may include weekends) or over College holidays To be involved in airport duties on the last day and first day of each half- term

	<p>2. <i>Undertaking other duties of an appropriate level and nature as and when requested by the Head of Boys' Games/Head of Girls' Games/Head of Boarding</i></p> <p><i>All staff have the responsibility to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's policies and code of conduct.</i></p>
Other	<p>You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.</p>
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>
<p>The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p>	