GAP ASSISTANT

JOB DESCRIPTION

*Reports to: Senior Teacher (Staff)*

About John Lyon

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with ‘value added’ at both GCSE and A-Level.

The main School campus is spread across six buildings on Harrow-on-the-Hill. Together with Harrow School, John Lyon makes up John Lyon’s Foundation. The School has a clear set of values which shape who we are, what we do and how we do it.



Pupils gain a good grounding in all the major academic subjects. Dedicated teachers work to develop learning skills, creativity and the ability to apply learning in all areas of life leading to excellent results in public examinations at GCSE and A-Level. Increasingly, digital innovation is being used to enhance the pupils’ learning. Most students gain places at leading UK universities and then move on into the workplace in a huge and varied range of valued professions.

A John Lyon pupil also gains immensely from his time outside the classroom. In particular, there is a strong and growing reputation for Music, Art, Drama and Sport. Add to this an exciting Co-Curricular timetable focusing on each boy’s sense of community, achievement and wellbeing, a range of more than 70 extra-curricular activities which include DoE and CCF, and pastoral care that is second to none, John Lyon is a school designed to nurture high-achieving and happy boys.

The charitable ethos that has run through John Lyon since its founding shows no sign of slowing, and the current generation of pupils, like their predecessors, engage in numerous charitable and community projects, giving time and raising money for projects in Harrow and beyond. John Lyon’s public benefit objectives are to support the wider community through the sharing of expertise and facilities in sport, the arts and academia. The School has strong links with schools in the maintained sector, who regularly join events; facilities are used by local schools and community groups; pupils raise significant sums for local, national and international charities; access to a John Lyon education is widened through scholarship and bursary awards; and pupils are seen out in the community all year round, giving their time to local initiatives.

The School is part of the John Lyon Foundation, an educational foundation also consisting Harrow School and John Lyon’s Charity. The Foundation aims to maximise the opportunities for children and young people by enabling them to realise their potential, broaden their horizons and ultimately enable them to experience and enjoy a better quality of life.

**THE COMMON ROOM**

John Lyon has a very friendly and diverse Common Room. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, charity quiz nights and tournaments in archery and golf.

**TRAINING AVAILABLE**

The Gap Assistant will have opportunities to participate in the School’s programme of training for its Staff. This may include the following areas:

* communication with parents;
* behaviour management and discipline;
* assessment and feedback;
* attitudes to learning and mindset;
* special educational needs and disabilities;
* the use of technology in teaching and learning;

For the benefit of the boys and for the professional development of all staff the School provides regular training in a variety of relevant and transferable skills. Specifically, but not exhaustively, training is offered every year in the following areas:

* the most recent set of Microsoft Office software products, with a particular focus on applications relevant for presentations and the analysis of data;
* presentation skills, both in writing and in person;
* collaborative working and the dynamics of groups;
* communications and marketing;
* health and safety;
* child protection and safeguarding.

Main Duties and Responsibilities

Gap Assistant appointments are typically for one academic year, starting in September, with the possibility that contracts are renewed for a second year. The nature of the role is dependent on the skills offered by the individual but will include some of the following:

* Supporting at least one of the Music, Art, Sport, Drama, CCF, Language or Duke of Edinburgh departments, depending on the Gap Assistant’s interests and skill ;
* Working with teachers to support individual students;
* Working independently with small groups of pupils;
* Undertaking specific projects in the Gap Assistant’s areas of specialism;
* Supporting educational visits, weekend activities and expeditions;
* Attending and assisting with Open Days;
* Making a significant contribution outside the timetable to the School’s Co-Curricular and Extra-Curricular Programmes;
* Providing temporary cover to classes as required.

The School provides training in skills both related to teaching and transferable to other professions. The role will allow those interested in pursuing a career in teaching to gain directly relevant experience and training, and those more likely to move into another profession beyond the end of their time at John Lyon to acquire skills, such as organisation, leadership and creativity, beneficial for their future careers.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Person Specification

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their qualifications, best demonstrates their proven skills and abilities as follows:

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION** |  |  |
| Educated to A Level standard or equivalent | X |  |
| **SKILLS & EXPERIENCE** |  |  |
| Strong interpersonal and communication skills | X |  |
| Able to both work independently and as part of a team | X |  |
| Effective communicator with good interpersonal skills | X |  |
| Able to explain clearly and have good presentation skills | X |  |
| High degree of IT literacy |  | X |
| Good listening skills and respect for all pupils | X |  |
| Willing to be involved in the wider activities of the School |  | X |
| Flexibility and a ‘can do’ attitude | X |  |
| Able to accept collegiate responsibilities and act accordingly | X |  |
| To act as a positive role model to young people | X |  |
| Sets a high standard in personal behaviour, manners and appearance | X |  |
| Possesses a positive attitude to change and development | X |  |
| Has a balanced sense of perspective |  | X |
|  |  |  |

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Human Resources Department.

As a provider of employment and education, we value the diversity of our staff and pupils. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.