



EATON HOUSE SCHOOL

JOB DESCRIPTION

Gap Year Student

DUTIES OF THE POST

Gap Year Students will be required to:

- Play a full part in the life of the School. Be flexible in approach to, and remain aware of, what is happening throughout the school. Undertake pastoral and supervisory duties in the School as required.
- Assist the Class Teachers in ensuring that the classroom is well organised, tidy and functioning effectively. Assist Class Teachers in the preparation of wall displays.
- Ensure that the right level of discipline is maintained around the school and that the children follow the School Rules and Golden Rules.
- Support the teaching of sport and attend school sports matches as requested.
- Attend INSET, staff meetings and any other functions as required by the Head Teacher.
- Gap students are expected to be in school between the hours of 8.15am and 5.15pm each school day and for preparation days prior to the beginning and end of each term, as designated by the Head Teacher, to whom Gap Student is responsible (Deputy Head Teacher in their absence).

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. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Head Teacher (if different).