



RESIDENT GAP YEAR HOUSE TUTOR

One Year

Dean Close Preparatory School is a co-educational Christian Boarding/Day Prep School for 280+ pupils aged 7 to 13. There are 3 boarding houses (Senior girls, Senior boys and the mixed Junior House). The Houses are run by House Parents and in each case the emphasis is placed on the idea of an extended family unit.

The role of the Resident Gap Year House Tutor position is divided into two main areas.

Duties and Responsibilities

1. The Boarding Houses.

Responsible to the Housemaster or Housemistress, and the Head of Boarding. Duties include wake-up, having meals with the pupils, and supervision duties in and around the House as part of a rota. Evening duties include a half hour Prep and Boarders' Prayers, supervision of 'free time' and bed time. Each Gapper also does a final security sweep of the school site 2 or 3 times a week.

2. School Hours

Responsible to the Deputy Headmaster. Each Gapper has a scheduled timetable, with a variety of tasks to attend to, though there is great flexibility within this.

Tasks include:

- **Classroom assistance in Prep School (and occasionally Pre-Prep)**
Teaching staff benefit from Gapper assistance in a wide variety of lessons, whether sitting down one to one helping a pupil catch up in Maths, reading in a small group or taking a couple of pupils to the Library in English, helping with an investigation in Science etc. This can be about 15 lessons a week, and will be in a variety of subjects. If a Gapper is keen to pursue a specific subject that can generally be accommodated.
- **Pre-Prep Swimming**
Assisting the teaching and coaching staff, and being in the pool with the pupils, developing their confidence in the water.
- **PE & Games coaching**
Assisting Coaching Staff with PE and Games sessions, and also matches: Hockey, Rugby, Netball, Cricket, Tennis, Swimming, Rounders etc.
- **Breaktime supervision**
Be present outside at breaktimes with a Duty member of Staff to ensure appropriate and safe behaviour by pupils.
- **Clubs**
Involvement in Shooting/Badminton/Basketball/Football clubs.

- **'Bulletin'**

The Bulletin is the daily information sheet.

7.30am daily collection of The Bulletin from the office.

Copy and Distribute to designated school areas before breakfast.

- **Music/Data projection in Assemblies**

Liaise with the Chaplain's Assistant and Director of Music to prepare words for hymns and various multi-media projections required for Assemblies on Tuesdays, Fridays and some Saturdays.

- **'Office'**

A quick stint of support for the Office to deliver parcels around the school, chase up unregistered pupils, prepare envelopes for distribution etc.

- **'Admin'**

Support designated staff with photocopying, filing, preparation of teaching and display materials etc.

- **Hermes Newsletter print run**

The Hermes is a weekly newsletter produced in the School office.

Delivery to the Senior School Print Room, collection and distribution of The Hermes.

- **Chapel crossings**

Assist with the safe crossing of pupils over the busy road to Chapel on Saturday mornings.

The post runs for one academic year. The Resident Gap Year House Tutor would need to be in situ at least 2 or 3 days before the start of term.

Essential skills and abilities

- Boarding House Tutors are required to assist fully in the games programme and an ability to help with team coaching is an advantage.
- Flexibility and adaptability is essential, as is the willingness to undertake additional duties and responsibilities which may arise.
- The ability to work well on your own initiative and to work with others as part of a team.
- Experience of working with and /or caring for children an advantage.
- A kind and caring nature.

Salary and working hours

£10,281 per annum plus Accommodation and meals during term time

45 hours per week term time

Accommodation is provided in the form of a furnished bed-sitting room and a private bathroom en-suite set within the boarding house. Accommodation for the period, and food during term time only, are also provided without charge. The post requires a full commitment during term time when the boarders are at school but there are substantial holidays at Christmas and Easter, as well as a half-term week in each term and an occasional weekend exeat. There is also some time off duty most days which is covered by other Gap Year House Tutor's on the duty rota, including some evenings off as well.

Dean Close School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.