

Job Description: Gap Assistant

We are looking for an enthusiastic, pro-active Gap Assistant to join our friendly team.

You: motivated; versatile; considering a career in education; team-player; keen to learn; can-do attitude; friendly; organised; punctual.

What we offer: valuable experience in an excellent prep school (Nursery to Year 8); opportunities for involvement in sport, music and drama; access to experience from our experienced teachers; meals while on duty; long school holidays for seeing the world!

Reporting to Assistant Head (Operations)

Type of position Full time

Salary from £13,500 to £17,605

(dependent on age and experience)

Start date September 2025 – July 2026

About Rose Hill School

Rose Hill School is an Independent Co-educational Day School situated in the heart of Tunbridge Wells. Founded in 1832, it educates pupils aged 3 to 13, divided into three phases, based on the same site: PrePrep (Nursery to Year 2); Middle (Years 3 to 5); and Upper (Years 6 to 8). The School instils a deep commitment to kindness and respect for one another, both within the school community and throughout the world. In turn, this underpins a curiosity for learning and creativity, and provides pupils with opportunities to gain in confidence and courage, and to have resilience to tackle life's challenges both now and in the future. Childhood is precious and pupils are encouraged to treasure it. Rose Hill School is a vibrant and exciting place to work. Outside the classroom there are many activities and staff are expected to take an interest in all aspects of School life.

For further information please visit www.rosehillschool.co.uk

The Role

Gap Assistants work closely with many different areas of the School including PrePrep, games, music and drama. The successful candidate will take an enthusiastic and responsible approach to all duties. Gap Assistants follow a detailed duty rota which includes, but is not limited to, the following:

Key Responsibilities

- Assisting members of staff with the delivery of lessons or activities throughout the School;
- Providing support to staff and supervision of pupils on educational visits or residential trips; helping with themed learning days on site;
- Monitoring pupils' behaviour and social interactions during breaktimes and lunchtime; encouraging inclusion and managing games to promote fairness;
- Helping the School Office with administrative tasks such as checking the register at the start of each school day, as well as other tasks deemed appropriate; and
- Supporting Games staff with Games lessons / fixtures; this may include accompanying sports teams to away matches.

In working with pupils, Gap Assistants are also expected:

- To take responsibility for the care and wellbeing of all pupils in their care.
- To know, demonstrate and promote the Rose Hill School ethos.
- To be sensitive to social relationships between children.
- To be aware of pupils' concerns and be sensitive to these in practice.
- To be proactive in reporting concerns about a pupil either to the appropriate member of staff or through the relevant reporting process.
- To be familiar with all relevant School policies and procedures such as the School's Safeguarding and Child Protection Policy, Policy for Good Discipline and Anti-Bullying Policy.

Appraisal

- Regular meetings with Assistant Head (Operations) providing support.
- To participate in INSET Days at the beginning of each term, or as otherwise arranged.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline, and by following the necessary rules and regulations when using equipment.
- To communicate to the Assistant Head (Operations), as appropriate, any concerns regarding the general welfare and safety of pupils.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

Safeguarding and Child Protection

- To be familiar with the relevant School policies, as well as KCSIE, and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact the Designated Safeguarding Lead or a member of the Safeguarding Team with any concern about a child at the School.

Person Specification

The person appointed will demonstrate a particular interest in working with children in education. Good oral and written standards will be expected, as well as efficient administrative skills. A sense of humour, the ability to remain calm in challenging situations, and excellent interpersonal skills are all essential. The ability to work as part of a team is crucial.

Essential

- Approachable, committed, enthusiastic, motivated, calm, well-organised.
- Good written and verbal communication skills.
- An ability to take responsibility for activities or special projects.
- Open and responsive to new experiences.
- Willing to work as part of a team.
- Willing to play an active part in the School community.
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities.

Desirable

- Experience in an enjoyment of sport and the school environment.
- Particular skills or interest in music, drama or art.

Benefits

The salary will be dependent on experience. The post holder will be automatically enrolled into the qualifying works pension scheme/and the Schools Health cash plan.

Rose Hill School offers benefits including:

- Free meals during the working day.
- Fee remission is available for child/ren attending the School, subject to the usual entry requirements and space being available.
- Generous training and development scheme with regular whole-staff training.
- Free parking on site.

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Prevent;
- Health and Safety at Work;

- Basic GDPR;
- Fire Awareness.

Terms and Conditions

Rose Hill School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended.

This role amounts to regulated activity with children.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Proof of identity and eligibility to work in the UK is also required. The completion of a Medical Questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School.

Candidates should return the following documents by 9am on Friday 14 February 2025:

- Application form
- Equality and Diversity monitoring form (optional).

Shortlisted candidates will be invited for an interview and to be observed running a lesson on w/c 24 February 2025.

Candidates are encouraged to apply as soon as possible. We reserve the right to interview as and when applications are received, ahead of the closing date and withdraw this advert. You are therefore encouraged to apply promptly.

Please submit your application to: Emma Neville, Rose Hill School, Coniston Avenue, Tunbridge Wells, Kent TN4 9SY; e-mail: head@rosehillschool.co.uk