

**Falcons Prep - Richmond**

**Job Description**

**Gap Assistant**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The Falcons Prep GAP Assistant Programme is aimed at individuals aged 17 to 20, who are looking for an opportunity to spend a year working alongside teaching professionals in a lovely independent school in London.

As a Falcons Prep GAP Assistant you will be provided with the tools to develop your skills and experiences, both personally and professionally.

Falcons Prep - Richmond is an independent, day school for boys aged 4-13 (currently 7-13), situated on the outskirts of Old Deer Park and Richmond Rugby Club, just a 5 minute walk from the train station.

**The School**

We ensure that every boy at Falcons has a happy and fulfilling experience whilst at school. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals. We place equal importance on his social, moral and cultural growth.  At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on campus but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. In this environment they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Preparatory School is a unique experience.

**The Role**

To help provide a high quality education experience for all children, remaining professional at all times; setting high standards of punctuality, smartness, organisation, firmness and fairness.

Gap Assistants will also be expected to help with the normal duties in school including supervision of break times and meal times, road crossings etc. Gap Assistants should be professional, enthusiastic and responsible. They should also be prepared to be flexible and to help with the running of the school in numerous ways. Experience of working with children would be an advantage but support and all necessary training will be given.

It is a pivotal role within the school community which requires excellent communication skills and a high level of commitment and enthusiasm.

**Essential Requirements**

* Excellent interpersonal and communication skills.
* Kind, Energetic, punctual, with a good sense of humour.
* Team-player, who is flexible to take on any task assigned
* A flexible, calm and committed approach.
* Must be able to prioritise and plan work activities so as to use time efficiently
* An excellent level of English language.
* Sensitive, caring and responsive to the needs of children / young people
* Willing to undertake further training as required
* Team player with a positive attitude.
* Able to work on own initiative.
* Understanding the importance of confidentiality, tact and discretion.
* An ability to establish good working relationships.
* A positive and professional telephone manner.
* A sense of humour and a can-do attitude.
* Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact

**Key Responsibilities**

* To follow a timetable according to the rota drawn up by the Leadership Team, including work within the Learning Support and Games Departments
* To support the school’s bus service in the place of bus monitors both to and from school on a daily basis
* To supervise the activities of individuals or groups of pupils as directed by the Head of Games
* To assist in the supervision of pupils in Breakfast Club and After School Clubs
* To contribute to classroom displays and those in communal areas as directed. Ensure they are regularly updated, reflecting topics being covered in the curriculum.
* To attend staff meetings unless on duty.
* To attend assemblies.
* To join in with and be supportive to events and activities taken place within the school including the pupils’ trips and residential visits.
* To be aware and supportive of the school’s ethos and values
* To provide support to the School Office such as answering the telephone, dealing with enquires from parents and visitors, filing, photocopying, shredding and the distribution of post and parcels.
* To assist the Site Manager with the setup of equipment and furniture across the site.
* To acknowledge that all the staff are a team and co-operate and support each other to ensure the smooth running of the school.

**Working with pupils**

* To supervise the activities of individual or groups of pupils both in and out of the classroom.
* To establish and promote positive professional relationships with pupils, acting as a role model and setting high expectations.
* To promote the inclusion of all pupils within the classroom and school.
* To effectively communicate the work set by the form teacher to the pupils and ensure that the pupils are aware of the teacher’s and your own expectations.
* To encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
* To respond knowledgably to any questions from pupils about process and procedures.
* To observe and report on pupil performance.
* To promote social and emotional development of pupils.
* To report any concerns regarding a pupil immediately.

**General School Duties**

* To keep up to date with current educational ideas
* To promote the school at Open Mornings.
* To maintain confidentiality at all times and observe the Data Protection guidelines.
* To undertake any reasonable duties required by the line manager.
* To carry out any other duties as may reasonably be requested by the Headteacher or member of the SLT.

To become a Falcons Prep GAP Assistant, you must meet the following criteria:

* Aged between 17-20 years
* A school leaver (educated to at least A-level or hold an equivalent qualification)
* Be able to provide two professional references; one being from your current/former Head of School
* Able to provide all the necessary ID documents for completion of a Disclosure and Barring Service check prior to your arrival.
* Be available to commit to the full period of the placement
* Passionate about working with children and a keen interest in pursuing a career either in a school or with children
* Previous experience working with children is desirable but not mandatory

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD