



## Job Description

<b>Job Title:</b>	<b>Gap Year Assistant</b>
<b>Reports to:</b>	<b>Head of Department</b>
<b>Hours of work:</b>	<b>37.5 hours per week, term time only.</b>

### *Principal Role*

The postholder will work as part of the Junior School, supporting academic, pastoral and co-curricular activities. The postholder will support classes that are suitable to their personal skills. In addition to practical work, the role will also include some administrative duties.

### *Main Duties*

- Assisting with teaching staff with classroom activities;
- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved;
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained;
- Providing administrative support for the department, which may include liaising with parents and external stakeholders;
- Participating in the duty rota for supervising pupils before school, at break, lunch and other times, as required.
- Accompanying pupils and staff on educational visits;
- Assisting with the teaching of a variety of sports during PE and Games to pupils in the Junior School;
- Assisting with sports team practices and other co-curricular activities;
- Attending and supporting Senior School Saturday fixtures, where required;
- Carrying out any other reasonable requests in line with the broad responsibilities of the role

## Person Specification

### Essential:

- Educated to at least A level standard or equivalent;
- First Aid qualification, or willingness to obtain;
- Good ICT skills;
- Able to independently manage own workload;
- Excellent communication skills with ability to establish rapport with pupils, parents and colleagues;
- A flexible and enthusiastic approach to work;
- A willingness to engage in the whole life of the school;
- Interest in sports coaching;

### Desirable:

- Experience of working with children of primary school age;



- Experience in coaching cricket, netball, hockey and/or rounders;

The role would be particularly suitable for candidates thinking of pursuing a future career in teaching or sports coaching.

***The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding 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, they must report any concerns to the School's Designated Safeguarding Lead.***