



Job description for Gap Assistant at Shrewsbury House School

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

Shrewsbury House is known as a strong all-rounder school and has a very good record of academic success and a strong reputation for its delivery of Sport, Games and Physical Education. The School is looking to appoint enthusiastic, responsible Gap Year Assistants to support academic areas, non-academic areas (such as Art, Music and Drama) and the Sports Department.

Mixed role - Academic and Sport

An interest in Maths and/or English and a willingness to involve oneself in a range of academic areas, is desirable. There will also be a part of the day dedicated to supporting the Sports Department.

- Supporting teachers in their day-to-day work with the pupils, within and without the classroom;
- This could involve, among others, photocopying, reading, assistance in art and setting out materials;
- Timetabled in academic classrooms to support the teachers within;
- Where possible, supporting the Sports department in an area of sport - whether Games, Physical education or another sporting discipline.

School Trust:

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's Health and Safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager or Executive Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Line Manager and/or Executive Head to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Executive Head and member of staff.

Employee: _____

Date: _____