



# AYSGARTH SCHOOL

## Gap Year Students Job Description

The role of a Gap Year Student is to assist the teaching, secretarial and boarding staff in ensuring that the children receive care and stimulation, to motivate and encourage them in their daily lives. A Gap Year Student is given board, lodging and a financial allowance in return for performing a range of tasks and duties at the school's discretion. A Gap Year Student should be flexible in all he/she does and should be able to work in a team. A gap student will work in the main school and our Prep-prep department (located on the same campus),

- **Support classroom work as directed by the teacher**
  - *Particularly in the junior part of the school with less able pupils*
  - *In any subjects that you have a talent in such as French or Art where possible*
  - *Extra reading and helping in the library*
  
- **Support the boarding staff**
  - *Any other jobs that the Houseparents asks you to do, including one evening a week upstairs helping the boarding team.*
  - *Helping with supervision of morning breaks, afternoon break and milk and biscuits in the boarding house.*
  - *To do Sunday activities as directed by the Senior Housemaster*
  
- **Support staff**
  - *Supervision of pupils after breakfast Monday - Saturday*
  - *Supervising the playground in breaks, please be 'a moving target'*
  - *Assisting with the games coaching and maybe even taking your own team*
  - *Helping with evening activities and being on duty from 6pm - 8.10pm*
  - *Covering lessons when staff are absent for any reason.*
  - *Photocopying/ laminating and other general office jobs*
  - *Assisting on all school trips, both educational and recreational*
  - *Registration of pupils before breakfast and lunch*
  - *Being responsible for the signing out of day boys/regular boarders 5.20-5.40pm, 6.00pm, 7.15pm, 8.00pm. Monday - Friday. Saturday 3.30 and 4.00pm*
  - *Helping with mass school mailings*
  - *Helping in the school grounds*
  
- **To come into school three days before term starts to prepare and to be available for two days after the end of term to help clear up.**
  
- **Be responsible for:**
  - *Display areas around the school*
  - *Games stores/Sports Hall changing room*
  - *Life Guarding, ALL Gappers will be trained as Life Guards*
  - *Registration*

- *End of day signing out procedures*
  - *Covering the School Office on a Saturday if need be*
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- You will have a day off every week, Sundays will also be a day off for some Gaps