

JOB DESCRIPTION

Job Title: Gap Student

Reports To: The Director of Sport for Games, to the Deputy Head Operations for general school commitments and to the House Parents for Boarding duties.

Responsible for: Assisting with teaching in the Sports department and supporting other areas of the school, as required.

Purpose of Job:

- To assist with teaching and administrative tasks in the Sports Department.
- To support academic staff as required
- To support the boarding department by undertaking regular boarding duties

Assisting the Sports Department

Key tasks and responsibilities

- to assist with the teaching of PE and Games lessons,
- to help with home or away team fixtures. Occasional weekend commitments may be necessary. Good notice of dates will be given.
- to be responsible for Sport and PE administration as directed.
- to help maintain the sports department equipment.
- undertake such duties and tasks which may be reasonably requested by the Director of Sport.
- to refer any specific concerns linked to children's behaviour and welfare to the Director of Sport.

Support academic staff as required

Key tasks and responsibilities

- to carry out activities and administrative tasks as laid out in the postholder's timetable – these could include
 - Helping in classrooms as required
 - Preparation of resources for class teachers
 - Working with individual children, or small groups, as appropriate
- Carrying out duties as required.

Support the boarding department by undertaking regular boarding duties

Key tasks and responsibilities

- to assist House Parents and duty staff with full evening activities (4.45pm-9.30pm) twice a week.
- report any concerns about children to the House Parents.

Additional responsibilities

- to assist with evening meetings and school events, if required.
- to accompany staff on trips out of school.
- to undertake statutory, whole school and individual Continued Professional Development (CPD) as directed.
- undertake such duties and tasks which may be reasonably requested by the Deputy Head Operations or the Headmaster.

General Responsibilities

- To attend assemblies in accordance with prepared rotas.
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters.
- To take a full and active part in the co-curricular programme including after school clubs.
- To attend Staff Training Days and other functions, which may fall outside normal school hours
- To cover for absent colleagues when required;
- To attend parents' consultation meetings and liaise with parents informally, as appropriate.
- To ensure that you are familiar with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to, and complying with, the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.