

## Role Profile: Gap Assistant Role

Joining Prince's Gardens as a Gap assistant will provide you with the opportunity to acquire skills, such as organisation, leadership and creativity beneficial to your future career.

GAP Assistant appointments are typically for one academic year but shorter contracts may be considered.

### Purpose

The role of a GAP Assistant is primarily to assist members of staff with the teaching and supervision of pupils at Prince's Gardens preparatory School. The GAP Assistant will be regarded as an assistant member of staff and will have the full backing of the Senior Leadership Team. They will be expected to follow procedures as set out in the Staff Handbook and, as such, address staff and parents by their formal titles. As a Gap Assistant, you will be provided with the tools to develop your skills and experiences, both personally and professionally. It is hoped that the Gap Assistant will learn quickly from the members of staff that they are working alongside, in particular learning effective methods and techniques which encourage the respect and good behaviour from the pupils in a variety of situations. Gaps assist members of teaching and teaching support staff within the classroom and across the curriculum, including sport and music. Gaps support the school daily with duties at both morning and lunchtime to ensure the safety and wellbeing of the children at these times.

Gap assistants are ambassadors for Prince's Gardens and must adhere strictly to the school dress code at all times.

### Key Accountabilities

You will work as a team with the rest of the staff and must be flexible in your approach. No two days in a school are ever the same, some specific tasks that the GAP Assistant will undertake include:

In the classroom:

- Helping as a classroom assistant – hearing pupils read, helping them with their writing or mathematics etc.
- Helping in practical art, music, drama, science, makerspace lessons

PE & Sports lessons:

- Helping with the teaching/ supervision of a range of PE, sporting activities & swimming – demonstrating, coaching, awareness of safety procedures, getting out equipment etc

Duties:

- Supervising morning and lunchtime garden time and lunch duties in the dining room on a daily basis

School Trips:

- Support school outings as possible in order to enhance pupil experience using London as a classroom

Administrative duties:

- Provide cover at the Front Desk – answering phones, conveying messages, and dealing with mail receipts.
- Supporting the finance function – processing invoices, filing etc.

- Assisting with school functions and events, weekends and evenings
- Assist with maintaining discipline and encourage pupils to do the right thing
- Issue house points for good behaviour/ conduct
- Communicate with Head of Upper School/ Deputy Head if any pupil is not behaving and is not being tolerant of others or is not listening to the Gaps instructions

### Team Responsibilities

- Support and Assist Teaching Staff within the school
- Provide support to the Head of Teaching Departments and Teaching Staff and undertake any other duties in order to fulfil the requirement of the role as required

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.*

### Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Committed to a full school life</li> <li>• Energetic, enthusiastic and hardworking</li> <li>• A person who truly enjoys working alongside children with the ability to win their confidence</li> <li>• Keen to contribute to games and activities</li> <li>• Good ICT skills (e.g. word, Excel, PowerPoint, Outlook)</li> <li>• Flexible attitude – as no two days are the same and the workload varies through the school year</li> <li>• Excellent people skills with the ability to interact confidently in person and over the telephone with different stakeholders</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to A' level or above with excellent spoken and written English</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience working in a school</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, able to use your initiative, reliable</li> <li>• Able to work within a team and independently</li> <li>• Ability to work in a fast-moving environment, managing conflicting demands and priorities</li> <li>• Efficiency, flexibility and adaptability are essential</li> </ul>	

### Line Management:

Reporting to the Head of Upper School  
Weekly meetings with the Deputy Head

**Working Hours:**

**Term time:** 8am to 4pm, plus over-time for clubs and evening/ weekend events

**INSET:** 9am to 4pm

**Key Stakeholders:**

**Internal** –Staff, Parents, Pupils

**External** –Printers, Suppliers, Agencies, Parents

**Signed:** ..... **Name (print):** .....

**Date:** .....