



FELSTED SCHOOL JOB DESCRIPTION

Gap Assistant

The Role

Accountable to: Deputy Head of the Prep School

The role of a GAP Assistant is primarily to assist members of staff with the teaching and supervision of pupils in the Preparatory School (Years 3-8 Ages 7-13) and Pre-Preparatory School (Stewart House; Years Reception – 2, Ages 4-6) and assist in the Boarding House through enhancing the pupils international outlook.

It is hoped that the GAP Assistant will learn quickly from the members of staff that they are working alongside, in particular, learning effective teaching methods and techniques which encourage the respect and good behaviour from the pupils, and firm control of individuals and groups in a variety of situations.

The Deputy Head will be responsible overall for the GAP Assistant. Others who will provide help, training and support will include: the Head of PE, Director of Co-Curricular Activities & Games, the Boarding House Parents and the particular members of staff who will act as “Mentors”.

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 Common Room Manual and, as such, pupils will address them as “Sir, Miss xxx, Mr xxx” etc.

The role of the Gap Assistants (GA's) is to enhance the international outlook of 515 pupils, aged 4-13, at our Prep School. An integral part of the international experience for our pupils is to benefit from time with GA's from across the world, to broaden their horizons and bring examples to life. GAs provide a unique international experience in a variety of settings by assisting members of teaching and teaching support staff in physical education, swimming, music and games lessons, school trips and in the boarding house. The setting is always led by and the responsibility of teaching staff, coaches or Houseparents. None of the activities undertaken are offered at a waged or salaried rate or are ancillary to the School's charitable purpose. GA's do not undertake activities for the School's administrative function. GA's are provided with a clear reporting line to the Deputy Headmaster who issues their timetables and ensures they have the necessary support and guidance at all times.

You must update us if your contact details change, or your attendance pattern changes and must adhere to the relevant policies from the staff handbook. A termly catch up meeting with the HR team is required in order to check contact details and plans for

holiday periods. If you have any concern regarding your financial situation please contact the HR Manager.

The aims of the Charity (the school) is to provide and maintain a secondary school ('the School') for boys and girls. If there is not room in the school for all who pass the entrance examination a preference shall be given to children resident in the County of Essex or born of Essex parents. The trustee may also, if it thinks fit, provide and maintain nursery, pre-school, pre-preparatory and preparatory departments within the school.

Role Responsibilities

You will work as a team of GAP Students and must be flexible to swap duties etc. where necessary. Some specific tasks that the GAP Assistant will undertake include:

- **In the classroom**
 - Helping as a classroom assistant in Stewart House and Years 3 & 4 – hearing pupils read, helping them with their writing or mathematics etc.
 - Helping in practical Art and Drama lessons.
 - Supervising some Prep (homework done at school) sessions.
- **PE & Sports lessons**
 - Helping with the teaching of a range of PE, Sporting activities & Swimming – demonstrating, coaching, awareness of safety procedures, getting out equipment, supervising changing/showering etc. (note: we shall try to use you according to your strengths – e.g. rugby, netball etc.).
 - Helping coach and run School teams as well as referee & umpire matches.
- **Activities/Clubs**
 - These occur either at the end of the day (Stewart House, After School Activities and Junior Clubs) or in the evenings (mainly with the boarders). Similar to sports lessons.
 - Assist with drama & music productions
- **School Trips**
 - We shall endeavour to get you involved in as many school outings as possible in order to enhance pupil experience
 - Boarding House GAP Assistants help the Houseparent's and Assistant Houseparent's with pupils who are Boarding at FPS. They form part of the Boarding House Team and their contribution and feedback are valued.
 - GAPs are expected to adhere to their timetable for evening duties and arrive in the Dining Hall at 6.00pm for evening meal and then assist with supervision in Boarding House whilst pupils are getting changed for Prep/Activities.
 - On a rota basis GAPs are timetabled to work weekends and assist with the supervision of trips and activities as directed by the Houseparents/Assistant House Parent. This will be about one weekend working every three weekends.
 - Houseparents should be consulted if GAP Assistants are changing timetables through illness or other reason for not being available. All absences are to be reported to Deputy Head Prep School.

- Assist Houseparents/Assistant Houseparent with supervision of Activities as directed. Ensure pupils allocated to your Activity are present and they behave in a safe and considerate way.
- Assist with supervision of Snacks at 7.30pm and ensure nominated pupils clear away the evening trolley and that the dining hall is left in a clean and tidy condition.
- Assist Houseparents/Assistant Houseparent with supervision of showers and evening routine as displayed on notice boards.
- Assist with pupils in dormitories to ensure they are in the correct dormitories and they use their dressing gowns and wear slippers when moving about the house. Generally encourage pupils to calm down for some quiet time and reading before lights out.
- Assist with maintaining discipline within the house and encourage Boarding Captains and Monitors to take responsibility for ensuring pupils are doing the right thing.
- Issue Merits for good behaviour and consideration to others as well as pupils who are in bed and reading before lights out.
- Communicate with Houseparents/Assistant Houseparent if any pupil is not behaving and is not being tolerant of others or is not listening to the GAPs instructions. The Houseparents/ Assistant Houseparent can then intervene and if necessary issue a De-Merit and/or other punishment i.e. early bed, no tuck etc.
- Chat to Boarders and listen to any concerns they may have or worries. Also observe any unexplained injuries, bruising etc. If the GAP is concerned about what they see or hear they must report to the Houseparents and/or Assistant Houseparents.
- GAPs must sign-out with Boarding House Staff on duty when they leave the House.
- GAPs are required to assist during Boarding Weekends and other School functions and they are expected to join the Boarding House team for trips and activities during weekends on a rota basis as directed by the Houseparents/Assistant Houseparent in order to enhance the pupil experience.

It is important for all Gap Assistants to ask permission from the Deputy Headmaster before making any external commitments such as babysitting for staff or parents or other forms of working during evenings including weekends outside this job description. School events during term time take priority over outside commitments. Occasionally, the Preparatory School GAP Assistants are asked to help out at the Senior School. GAP Assistants are not permitted to socialise with Senior School pupils.

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.

Signed: _____ Date: _____