



JOB DESCRIPTION

GAP STUDENT

Job description

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

Organisational Information:

Reporting to:

Head of Boarding

Summary of the role:

The role of a Gap Student is both challenging and rewarding. It demands hard work, dedication, and adaptability. The ideal candidate will be someone who is enthusiastic, responsible and energetic, and has a genuine interest in working with children. This position provides an excellent opportunity for individuals considering a career in education or working with young people. As a Gap Student, you will play a full and active role in the life of the school, including Boarding.

Walhampton provides a supportive environment where Gap Students can develop their skills, contribute to the whole school community and gain valuable experience in a variety of areas. We are also open to tailoring responsibilities to accommodate individual interests and strengths that align with the needs of our pupils.

On-site accommodation can be provided for those wishing to reside at the School if this is of interest. We also welcome applications from candidates who would prefer to live in the surrounding area.

Main duties and responsibilities:

- Ensure the general wellbeing of the children, providing care and supervision as required.
- Set a positive example of behaviour, honesty, integrity and good manners at all times.
- Be reliable, hardworking and punctual.
- Respond to issues promptly, ensuring relevant information is communicated to other members of staff in a timely manner.
- Attend and support school functions as required.
- Escort children on public transport, including train journeys to and from London on the Walhampton Express, and ferry trips to and from the Isle of Wight.

<p>School Duties</p>	<p>During the school day, all Gap Students will act as either teaching or office assistants. Responsibilities may change throughout the year and your timetable may include:</p> <ul style="list-style-type: none"> ● Physical Education and Games (all age groups) <ul style="list-style-type: none"> ○ Assist with coaching, training and setting up equipment as directed. ○ Help organise and supervise sports activities, games and weekly fixtures. ○ Provide administrative support as required. ○ Act as a role model to younger students, encouraging teamwork and leadership in sports. ○ Assist PE teachers in lessons to ensure active participation. ○ Ensure the safety of all participants by adhering to safety protocols and procedures. ● Pre-Prep Teaching Assistant (children aged 2 to 7) <ul style="list-style-type: none"> ○ Supervise children and assist with activities planned by the teacher. ○ Support with Pre-Prep Forest School. ○ Support with playground duties. ● Prep Teaching Assistant (children aged 7 to 13) <ul style="list-style-type: none"> ○ Supervise children during break times, meal times and in their free periods. ○ Help teachers prepare equipment for lessons ● Office Assistant <ul style="list-style-type: none"> ○ Provide administrative support as required.
<p>Bradfield House (Boarding)</p>	<p>All Gap Students are expected to contribute to the smooth running of Bradfield House. Responsibilities will be shared on a rota basis and include:</p> <ul style="list-style-type: none"> ● Assist with settling new students in Bradfield House. ● Be sensitive to those having difficulties coping with school life and to be proactive in providing feedback to the house parents regularly. ● Supervise and help organise and run boarders' activities both within and outside the boarding house, including weekend activities. ● Attend boarding staff meetings as required. ● Assist boarders with completing their Prep (homework). ● Sit with boarders at breakfast and supper. ● Support with the morning 'wake up' and evening 'bedtime' routines. ● Ensure that pupils' bedding, clothes and personal belongings are used appropriately and stored securely. Assist with laundry and ensure boarders' bedding and clothes are washed regularly.

	<ul style="list-style-type: none"> ● Help the House Parents ensure that Bradfield House is clean, tidy, and in good working order at the start and end of term. <p>The above is only an outline of the tasks and responsibilities of the role. It is not a comprehensive or exclusive list and duties may be varied from time to time, where this does not change the general character of the role or the level of responsibility.</p>
<p>General Duties/ Safeguarding</p>	<ul style="list-style-type: none"> ● The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to act in accordance with the aims, policies and administrative procedures of the School. ● Be aware of and adhere to policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay. ● Respond to issues promptly, ensuring relevant information is communicated to other members of staff in a timely manner. ● Comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership. ● Contribute to the overall aims and ethos of the School. ● Participate in training and other learning activities and performance development as required. ● Assist with pupil needs as appropriate during the School day.
<p>Accommodation</p>	<p>Single-bedroom accommodation in the Clocktower flats, with shared kitchen and bathroom facilities is available if required. Please note that the accommodation must be vacated during the summer break, as the facilities are hired out to external groups. We will provide you with specific dates for vacating the premises. If you plan to have guests on-site, please inform the Head of Boarding in advance. Overnight guests are only permitted with prior approval from the Head or Director of Finance & Operations.</p>
<p>Terms & Conditions</p>	<ul style="list-style-type: none"> ● Fixed term contract: one academic year. ● Minimum 40 hours per week term time only (33 weeks), plus INSET (3 days prior to the start of each term). ● 5.6 weeks' paid holiday (to be taken during school holidays). ● Accommodation available on-site if required. <p>This job description does not form part of the employment contract. The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.</p> <p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p>