

Godstowe

Job Description

Gap Assistant

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.

Introduction

We are seeking a committed, enthusiastic and conscientious young person to provide boarding, administrative and classroom support in our happy and thriving Prep and Pre-Prep School. Setting the highest possible standards in all aspects of our provision the aim is to send happy, confident and successful girls on to their chosen senior schools. As a member of the school staff team, our Gap Assistants contribute to the positive image of our school and provide a constant, supportive and encouraging presence for the girls in our care. This position will provide the right candidate with a wonderful opportunity to gain work experience, together with an insight into the day to day running of a busy boarding school.

Duties

School Gap responsibilities include, but are not limited to:

- Assisting and supporting the class teacher with classroom and extra-curricular activities.
- Supporting pupils learning in small groups or 1:1
- Supporting teachers in the pastoral care of the pupils
- Showing a duty of care to all girls in the school
- Providing supervision for before and after school clubs
- Supervising break duty as required.
- Ensuring school notice boards are up to date and in good repair
- Administrative tasks as required
- Assisting on school trips, both educational and recreational

Boarding Gap responsibilities include, but are not limited to:

- Supporting the houseparents, as required, to ensure the safety, wellbeing and happiness of our boarders.
- Assisting with laundry, ensuring all boarders have access to the required uniform.
- Taking pride in the presentation of the boarding house, encouraging the boarders to look after their accommodation with dormitory incentives.
- Preparing an afternoon snack for boarders returning from school
- Supervising the girls during their evening routine.
- Assisting with evening prep and listening to the boarders read aloud.
- Joining in with the boarders weekend activities
- Taking a role in supporting the boarders pastoral and emotional needs.

A Gap Assistant is given year-round board, lodging and a financial allowance in return for performing a range of tasks and duties. This is a term time position includes two additional days at the beginning and at the end of each term.