JOB DESCRIPTION

JOB TITLE: Gap Year Assistant (Unqualified)

RESPONSIBLE TO: Mr Nicholas Dawson, Deputy Head

JOB PURPOSE: Under the direction of teaching staff, to provide practical classroom support to enable effective teaching and learning and to provide general care and welfare for the children. To assist with the transferring of children between sites and contribute to managing the logistical demands of the school day.

MAIN DUTIES AND RESPONSIBILITIES:

Support for pupils
1. Attending to the personal and social needs of pupils
2. Supervising pupils during break and lunch times
3. Ensuring pupils’ health and safety at all times, in and out of the classroom
4. Accompanying pupils on outings, including educational visits
5. Accompanying pupils to lessons on other school sites
6. Administering basic first aid (if qualified to do so)
7. Assisting pupils with clothing and materials at the beginning and end of the school day.

Support with the curriculum
1. Helping staff in the classroom or during particular practical subjects such as science, art, ICT, PE and swimming
2. Providing general assistance to teaching staff and pupils in all learning activities such as, for example, hearing daily readers.

Support for the teacher
1. Communicating concerns and observations regarding individual pupils to teaching staff
2. Keeping classroom resources in good order
3. Assisting in preparation of teaching materials and resources before lessons and clearing away after
4. Repairing and maintaining apparatus and resources
5. Assisting in the presentation of work and display areas and their upkeep
6. General administrative tasks e.g. photocopying
7. Contributing to the management of pupil behaviour

Support for the school
1. Supporting the aims and promoting the ethos of the school
2. Maintaining effective working relationships with pupils, colleagues and parents
3. Attending extra-curricular meetings where required
4. Being aware of, and adhering to, the school’s policies and procedures
5. Being aware of confidential issues and maintaining a professional respect for these
6. Undertaking training and development activities
7. Undertaking other similar responsibilities or activities as required and assisting with the supervision of other classes as appropriate