



(A registered Charity No. 309648)

JOB DESCRIPTION FOR THE POSITION OF GAP STUDENT

Autumn Term 2023 – Spring Term 2024 – Summer Term 2024

Type of work to be covered

PE Dept:

- Assisting PE staff & supporting PE lessons
- Setting up and tidying away PE equipment, as directed

Games Dept:

- walking children to and from the Games pitches & Rugby ground
- helping with Games activities and with after school sports clubs
- assisting with boys and girls games sessions
- Attending and helping with sports matches
- Supporting Games department administration

General:

- Assisting at lunch tables
- break duties – including organising and leading games for boys and girls
- Working with individuals or small groups of children to give them extra support
- Helping to hear readers
- Photocopying
- General classroom help
- General administration duties for School Secretary/Registrar and Teachers
- Assisting with educational trips & visits, possibly including those of a residential nature
- Assisting with additional evening and weekend school activities, as required
- Supervising entrances during drop off
- Assisting during Parents Evenings

You will be given a timetable, which will assign you to specific teachers/year groups. This might, however, change with time depending on how the work progresses.

You will be required to work each day the school is open and potentially also 1 day after the spring term has finished, 2 days after the summer term has finished and 2 days before the start of each new term.

Person specification

The successful candidate will:

- Be an enthusiastic sportsperson and passionate about the role of sport in the School
- Be a capable and confident communicator

- Have the sporting knowledge, experience and willingness to lead games and activities for boys and girls at breaktimes and during Games sessions. This will specifically include: football, rugby, cricket and hockey.

In addition they will have:

- A genuine commitment to the wellbeing and pastoral care of children.
- The ability to inspire others and lead by example
- Excellent inter-personal skills
- Excellent planning, administrative, organisational and IT skills
- A commitment to making sport fun for all children at Rupert House
- Other interests and hobbies that it may be appropriate to utilise in school
- Experience of managing children and assisting with younger sportspeople

Hours of Work 8.00 am – 5.00 pm (and other times, as required)

Term Dates

Autumn term 6th September (INSET 4th and 5th Sept) to 15th December 2023
 Spring term 10th January (INSET 8th and 9th Jan) to 22nd March 2024
 Summer term 15th April (INSET 11th and 12th April) to 5th July 2024

Reporting to: Mrs Fletcher (Deputy Head, Academic) & Ms Nicholson (Head of Games)