

JOB DESCRIPTION FOR THE POSITION OF GAP STUDENT

Spring & Summer Term 2023

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 Spring term 5th January (INSET 3rd and 4th) to 24th March; Summer term 19th April (INSET 17th and 18th) to 7th July (INSET 8th July).

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