Job Description

Job Title:	Gap Student
Reports to:	Class Teacher, Head Teacher & Assistant Head
Full Time/ Part Time:	Full time, fixed term, 2027 spring and summer term
Professional duties:	To support and assist in various areas across the Junior, Middle and Senior Schools

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

Main Duties and Responsibilities:

Teaching and Learning

- Working under the direction of the teacher to promote the intellectual, social and emotional development of the children in accordance with the aims of the school
- Assisting teachers in planning and working with children
- Assisting as a classroom technician as and when required
- Working with both individuals and groups of children, as appropriate, under the class teacher's direction
- Assisting teaching staff in the general supervision and welfare of children on the school premises, during school hours and at times of arrival and dispersal
- Assisting teaching staff in the general supervision and welfare of children on visits away from school
- Looking after classroom equipment in other designated areas
- Helping in the preparation and clearing up of teaching areas
- Assisting teachers in their administrative tasks
- Helping teachers create an appropriate learning environment by displaying children's work and other materials
- Playground duties
- Assisting with Games and PE teaching as required across the Junior, Middle and Senior Schools.

Other

- Participate in supervisory duties before and after school, during breaks and lunch times as reasonably required by the Assistant Head and/or Head Teacher
- Crossing duty supervision at least 1 day per week and at other times when required.
- Assisting support staff in their administrative tasks
- Assisting in the Junior and Senior School Office e.g. administrative tasks, taking in deliveries, monitoring the doors as and when required

- Attending school functions when required that directly involve children and to offer help when needed, e.g. concerts, plays, Sports day, Special Assembly etc.
- Help supervise pupils in the event of a staff absence as directed by a member of the Senior Leadership Team
- Communicate and escalate any concerns, relating to pupils of the post holder, to the relevant member of the Senior Leadership Team
- Work to develop a positive and enthusiastic dynamic within the class. Help to support pupils with strategies if they are having difficulties with organisations, behaviour, friendship etc.
- Get to know all the children in the year group and their background, being friendly whilst maintaining a professional approach at all times and always act in the best interests of each pupil
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the class teacher and/or relevant member of the Senior Leadership Team.
- Assist with the preparation for a new term or tidy up after a term has ended
- Contribute, as appropriate, to the development plan
- As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description

Pastoral Care

- Be conversant with, and apply, the School's safeguarding policy
- Perform the duties of a class teacher in line with school expectations if required
- Promote excellent attendance of the pupils and monitor it
- Promote the general progress and well-being of boys in your care

Professional Standards

- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Treat all boys fairly, consistently and without prejudice
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the Assistant Head and/or Head Teacher as appropriate
- Set a good example to boys in terms of appropriate dress, punctuality and attendance
- Participate fully in the School's extracurricular programme

Appraisal

- Participate in any arrangements within an agreed framework for the appraisal of own performance generally and for assessing participation in activities beyond normal expectations
- Participate in Inset days and participate in further training and professional development as a teaching assistant

Health and Safety

- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment

- Communicate with the Director of Operations as required regarding Health and Safety issues relating the welfare or safety of the pupils
- Be familiar with the school's fire safety procedures and participate in fire drills

Safeguarding

- All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Safeguarding and Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Lead.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

Person Specification			
	Essential ***These are qualities without which the Applicant could not be appointed***	**Desirable** ***Extra qualities which can be used to differentiate applicants***	**Method of assessment**
Qualifications	Good education to A level or equivalent. GCSE in Maths and English or equivalent.	First Aid Trained	*Certificates*
Experience:	Experience of Teaching Assistant role/working with children		*Application form and references*
Skills	Proficiency in ICT Good oral and written communication skills Good interpersonal skills Ability to prioritise and well organised Reflect on and develop professional practice Explain tasks simply and clearly Assist children on an individual basis, in small group and whole class work	Monitor, record and make basic assessments about individual progress Describe, in simple terms, the process of behaviour management with children Identify gaps in their own experience that they need help in filling Demonstrate the ability to learn and adapt from past experience	*Application form, references* & *interview (including observed lesson)*

Knowledge		The needs of young children; child development and the ways in which children learn Equal opportunities Awareness of safeguarding and pastoral issues	*Application Form* *&* *Interview*
Personal competencies and qualities	Appreciation of the ethos of an independent boys' day school A passion for the role and education Commitment to professional development Calmness under pressure Resilience, commitment and confidence Both independent and happy within a team Flexible, adaptable and persuasive		*Application form, references & interview (including observed lesson)*