



THE ELMS

Job Description: Gap Student	
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.	
Summary of the role:	Gap Students are asked to turn their hand to an enormous variety of tasks. They are not expected to be experts at any but it is important that they are willing to have a go at and assist with any activities. They should go about their work with commitment, enthusiasm and a smile. A member of staff, they are a conduit between the staff room and the children.
Reports to:	Deputy Head - Pastoral
Main duties and responsibilities:	<ul style="list-style-type: none">• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.• Supporting the coaching of games – netball, hockey, football, cricket, rugby, tennis.• Supervising clubs – usually with another person.• Supervising After School Club(s) – usually with another person.• Assisting individual pupils in the classroom.• Assisting Pre-Prep teachers in the classroom.• Supervising break times• Performing administrative duties for teachers such as photocopying.• Supporting the Matronal and Boarding staff in the boarding house

	<ul style="list-style-type: none"> • Creating attractive display boards. • Accompanying teachers on trips / excursions / tours and overnight stays.
<p>Duties and responsibilities:</p>	<ul style="list-style-type: none"> • Responsible to the Head of the Pre-Prep for Teaching and Learning in the Pre-Prep. • Responsible to the Director of Sport for sporting activities. • Responsible to relevant staff for clubs. • Responsible to the Bursar for the maintenance of the site & grounds.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification 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.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	The professional, technical or academic qualifications that the Applicant must have .	The professional, technical or academic qualifications that the Applicant would ideally have .	Method of assessment.
	<ul style="list-style-type: none"> • Five GCSEs grade C and above or equivalent • Two A levels or equivalent. 	<ul style="list-style-type: none"> • First Aid. • Lifeguard. • Any sports coaching award. 	Applicant's certificates.
Experience	The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.	The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.	Method of assessment.
	<ul style="list-style-type: none"> • Proven experience of working with children in a formal or informal setting. • Babysitting. • Working within a holiday activity club. 	<ul style="list-style-type: none"> • Some experience of Prep school life. • Ability to interact comfortably with pupils, parents and colleagues. 	Application Form. Interview. Professional references.

Skills	The skills required by the Applicant to perform effectively in the role.	The skills that would enable the Applicant to perform effectively in the role.	Method of assessment.
	<ul style="list-style-type: none"> • ICT – competent use of software and hardware relevant to school setting. • Proven experience of sporting activities – playing for school etc. <p>and/or</p> <ul style="list-style-type: none"> • Proven experience in the Creative Arts – playing an instrument, being involved in drama, artist. 	<ul style="list-style-type: none"> • Ability to referee / umpire sports. • Sporting success at a high level of competition – rugby, hockey, tennis, netball, football, cricket etc. • Creative – have taken part in productions and performances. • Camp America, PGL experience. 	<p>Application Form.</p> <p>Interview.</p> <p>Professional references.</p>
Knowledge	The knowledge that the Applicant is required to have in order to perform effectively in the role.	The knowledge that would enable the Applicant to perform effectively in the role.	Method of assessment.
		Knowledge of the typical workings of a Primary or Prep School.	<p>Application Form.</p> <p>Interview.</p> <p>Professional references.</p>

Personal competencies and qualities	The personal qualities that the Applicant is required to have in order to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people.	The personal qualities that would assist the Applicant to perform effectively in the role.	Method of assessment.
	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Ability to use discretion and to independently. • Ability to work effectively within a team. 	<ul style="list-style-type: none"> • Good sense of humour, wit. • Positive outlook – a view of optimism. • Enthusiasm, commitment. • Perseverance and determination. • Tolerance and patience. • Kindness, sensitivity and caring. • Passion for sport and/ creative arts. 	Application Form. Interview. Professional references.