



Job Description - Gap Student, Pre-Prep

Purpose of job:

To support the Pre-Prep team with lessons and activities including PE, swimming and Games lessons to children aged 2-7 years. Assisting with hearing children read, supporting activities in the classroom and around the school site. Supporting with administration duties in the Pre-Prep department.

To promote the best academic, social, moral, physical, spiritual, and emotional development of each child in a safe, caring and stimulating environment of the school by supporting and inspiring children to love learning.

Line Manager:

- Deputy Head of Pre-Prep

Responsible to:

- Head of Pre-Prep
- Director of Sport
- Head of Boys Games/Girls Games/Pre-Prep PE Lead
- The Deputy Heads
- The Head
- Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues

Key responsibilities:

Teaching & Learning

- To assist with lessons across Pre-Prep, including sports, hearing children read and assisting those who need support.
- To provide lifeguard cover for swim lessons requiring you to take and pass a pool specific lifeguard course on arrival (training provided).
- To assist playground staff during breaks and lunch duties.
- To assist with lost property.
- Assist with sporting, drama, and other events throughout the academic year.



- To create a bank of photos/video documenting the school year in accordance with school procedures.
- To work in The Hive or Mini Hive, after school clubs, as directed.

Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school.
- Communicate with parents for advice, information and to promote learning.

Teamwork

- To participate in all necessary duty rotas within and around the school.
- To support with all aspects of administration for the Pre-Prep team.
- To maintain an appropriate and professional standard of personal appearance.
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body.
- To participate in in-service training as part of career development, in line with school needs.
- Be in school during the hours as are necessary to discharge effectively all professional duties.
- To have regard to the health and safety of all children, staff, parents and visitors to the school.
- To safeguard and promote the welfare of all children.
- To have respect for the confidential nature of the post.

Health and Safety

- Be responsible for the well-being of pupils throughout the duration of the lessons making sure they are aware of rules and safety requirements and abide by such rules.
- To serve lunches to children; Food Handling Certificate to be completed upon arrival.
- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan.
- Log incidents/accidents in line with the school's Health and Safety policy.
- Have regard to the health and safety of all children, staff, parents and visitors to the school.
- Maintain a safe environment where children feel able to share safeguarding concerns.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

