

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title:	Gap Assistant
Line Manager:	Head of Prep
Department:	Prep & Pre-Prep
Location(s):	Tormead Prep School

Job Summary

To assist in the education, welfare and care of pupils to enable our pupils to thrive in a safe and nurturing environment. To be supportive of the activities of teachers throughout the school.

Main Responsibilities

Child Development and Learning:

- Work alongside teachers to provide a stimulating and engaging environment for all children.
- Assist with embedding classroom routines so children are continually supported.
- Help with displays in the classrooms.
- Assist the teaching staff with supervisory duties at lunchtime and playtimes.
- Support children's eating needs, encouraging children to eat and drink when required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist with maintaining good order and behaviour among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Pastoral and Wellbeing:

- To be sensitive to the needs of all children.
- Promote positive values, attitudes, and good behaviour of children.
- Promote positive professional relationships with the Prep and Pre-Prep team.

Continuing Professional Development:

- Reappraising professional performance.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General:

- Ensure confidentiality is maintained in the Prep and the Pre-Prep.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

Key Relationships

Internal: Head of Prep, Head of Pre-Prep, Class Teachers, colleagues

External: Parents, prospective parents and pupils

Person Specification – Prep School GAP Assistant

	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> • Educated to A Level or equivalent • GCSE in Maths and English at Level 4 or equivalent 	<ul style="list-style-type: none"> • Evidence of continuing and relevant professional development • Level 2/3 childcare qualification
Experience	<ul style="list-style-type: none"> • Some experience of working with children 	<ul style="list-style-type: none"> • Experience of providing care and education to children with a wide range of needs and abilities • Experience of working in the independent sector
Knowledge & Understanding	<ul style="list-style-type: none"> • Some knowledge of how to provide for the needs of young children 	<ul style="list-style-type: none"> • Understanding of early childhood development and learning • Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/ inclusion • An understanding of the independent school sector
Skills & Abilities	<ul style="list-style-type: none"> • Caring, friendly, approachable, open, welcoming and personable • Proactive and positive team player, • Able to work under direction but use own initiative • Able to maintain confidentiality • Able to carry out light physical duties to include lifting children and setting up resources 	<ul style="list-style-type: none"> • Ability to provide consistently high levels of quality care and education opportunities for all children • Adaptable and flexible and the ability to cope with changing needs • Reflective approach and commitment to personal development