



ROSE HILL SCHOOL  
ROYAL TUNBRIDGE WELLS

## GAP ASSISTANT JOB DESCRIPTION

### School's Mission Statement

A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

### Aims:

Working with integrity your child will:

- Be inspired to develop confidence to thrive in all areas of our rich curriculum.
- Foster the skills and talents which enable them to organise their learning and plan to achieve success.
- Demonstrate persistence to flourish in the face of challenge.
- Show resilience and learn from difficult situations.
- Get along with others, work collaboratively and accept everyone.

<b>TITLE OF POST</b>	Gap Assistant
<b>Line Management</b>	The Deputy Head is the line manager for the Gap Assistant
<b>Salary</b>	From £11,719 per annum Occasional weekend/evening help for matches and occasions such as school productions/Sports Day/Speech Day
<b>Main duties and responsibilities</b>	<b>Specific:</b> Help in the classroom (e.g. hearing reading) Help on the games field (or coaching if qualified) Assistance with other duties as required Accompanying school outings and trips <b>General:</b> Photocopying, laminating, putting up displays, office/administrative help
<b>Health &amp; Safety</b>	The school has a comprehensive policy statement on health & safety. You will take all reasonable care for the health and safety of yourself, your colleagues and all other people who could be affected by your acts or omissions at work. You will be expected to co-operate with the school's health & safety officer to enable them to fulfil their obligations.
<b>PERSONAL SPECIFICATION</b>	<ul style="list-style-type: none"><li>• High level of honesty and integrity.</li><li>• Ability to reflect, review, learn and change if appropriate.</li><li>• Strong intellect coupled with a sense of humour.</li></ul>

<b>OUTLINE TERMS AND CONDITIONS</b>	<p>Basic hours are from 8.00am-5.15pm term time only plus 4 INSET days. Employment is for a fixed one-year contract.</p> <p>The school operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute.</p>
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#### Additional Information

Gap Assistant have a Line Manager who will organise induction and be available to deal with any concerns or problems. Regular reviews will take place during the year in order to make this year as useful and productive as possible for both school and Gap Assistant.

It is vital that our Gap Assistant dress smartly and appropriately. An example to others must be set at all times – to children and parents will be seen as a teacher. Over-familiarity – especially with older children – is to be guarded against.

#### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS (Disclosure and Barring Service) and other checks, references, medical clearance and proof of legal right to work in the UK.

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. Rose Hill School reserves the right to amend this Job Description from time to time according to business needs. Any changes will be confirmed in writing.