



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.

TITLE OF POST	Gap Assistant
Line Management	The Deputy Head is the line manager for the Gap Assistant
Salary	From £13,186 per year Occasional weekend/evening help for matches and occasions such as school productions/Sports Day/Speech Day
Main duties and responsibilities	<p>Specific: 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</p> <p>General: Photocopying, laminating, putting up displays, office/administrative help</p>
Health & Safety	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.
PERSONAL SPECIFICATION	<ul style="list-style-type: none"> • High level of honesty and integrity. • Ability to reflect, review, learn and change if appropriate. • Strong intellect coupled with a sense of humour.
OUTLINE TERMS AND CONDITIONS	<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. Rose Hill School offers benefits including:</p> <ul style="list-style-type: none"> • Free meals during the working day. • Generous training and development scheme with regular whole-staff training. • Free parking on site.



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Additional Information

Rose Hill School is a successful, flourishing co-educational independent day school for children from 3 to 13 years, based in Tunbridge Wells. Gap Assistant have a Line Manager, Deputy Head, 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.

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.

For further information please visit www.rosehillschool.co.uk

Shortlisted candidates will be invited for an interview and to be observed running a sports session 21 March 2023.

Safeguarding

This role amounts to regulated activity with children. Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

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.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Equal Opportunities

Rose Hill School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.



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Candidates are encouraged to apply as soon as possible. We reserve the right to interview as and when applications are received, ahead of the closing date and withdraw this advert. You are therefore encouraged to apply promptly.

Applications submitted to head@rosehillschool.co.uk