



Job Description – GAP Student Pre-Prep

Purpose of job:

To support the PE teacher with weekly PE, swimming and games lessons for children aged 4-7 years between the hours of 11.00am – 4.00pm. Assisting the wider Pre-Prep team with lessons and activities, with hearing children read, supporting activities in the classroom and around the school site. Supporting with administration duties in the Pre-Prep department.

To work in the Hive after-school care facility from 4.00pm – 7.00pm, with responsibility for administration tasks, organising and facilitating games and craft activities and managing children aged 4-13 years old.

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:

- PE and Sports Teacher
- Wraparound Manager

Responsible to:

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

Other key relationships:

- Parents
- Pupils
- Colleagues

Key responsibilities:

Teaching & Learning

- To assist with sports lessons in Pre-Prep, and matches, including leading small group activities, organising pupil medicines, refereeing/umpiring matches.
- To assist in the classroom when required. Hearing children read and helping those who need support.
- To attend forest school when adult to child ratios require.
- To provide lifeguard assistance for swim lessons requiring you to take and pass a pool specific lifeguard course on arrival (training provided).
- To provide support to teaching staff during after school clubs and activities.



Supervision and General

- To supervise and assist Early Years pupils (Nursery and Kindergarten) during their lunchtime.
- To assist with sporting, drama, music and other events throughout the academic year.
- To assist with lost property.
- To create a bank of photos/video documenting the school year in accordance with school procedures.
- To assist teachers and office staff with various administrative tasks and duties related to the school day.

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 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
- 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.

