



Job Description - Gap Student Prep

Purpose of job:

To support the PE department with weekly PE, swimming and Games lessons to children aged 4-13 years. They will also assist with weekly fixtures, leading a team, publishing team sheets, writing games reports. The successful candidate will support and inspire children to love learning and develop a life long passion for sport and promote the best academic, social, moral, physical, spiritual, and emotional development of each child in a safe, caring and stimulating environment of the school.

Line Manager:

- Director of Sport

Responsible to:

- Head of Boys Games/Girl Games
- The Deputy Head
- The Head
- Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues

Key responsibilities:

Teaching & Learning

- To assist with PE and Sports lessons and weekly matches including publishing weekly team sheets
- To assist in the classroom in particular with hearing children read and assisting those who need support
- To provide lifeguard cover for swim lessons (training provided)
- To work to support the Pre-Prep sports department when required
- To assist Games staff with children changing room supervision
- To assist playground staff during breaks and lunch duties
- To assist with lost property
- To umpire/referee matches
- Assist with sporting, drama, and other events throughout the academic year
- To be responsible for leading a sports team
- To create a bank of photos/video documenting the school year
- To write a games report at the end of each term for pupils in your allocated team
- To take and pass a pool specific lifeguard course on arrival



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 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.

