

Gap Student – Job Description

The Gap Student at King's House accepts responsibility for the performance of tasks assigned to him/her under the direction of the Head (MT) and Deputy Head (MS) or others to whom authority has been delegated.

The Gap Student's daily routine is detailed in his/her weekly timetable. Changes to this timetable and additional or incidental tasks may occur but a typical day will involve:

- 8:15 collect boys from bus stop and walk them to JD/SD
- 9:00-10:35 work under the guidance of the Head of Learning Support in the Senior
- 10:35-11:05 break or attending games
- 11:05-11:30 Playground Duty in the Senior Department or attending games
- 11:30-12:35 break or work under the guidance of various departments (e.g. games, Junior Department, Head of Learning Support) or in the administration of additional tasks
- 12:35-13:05 lunch
- 13:05-14:00 Playground Duty in the Senior Department.
- 14:00-16:30 work under the guidance of the Head of Sport
- 16:30-16:45 Playground Duty, ensuring the playground is empty. On a Tuesday when a Senior Department Staff Meeting occurs (roughly every other week) the Gap Student supervises Homework Club from 16:30 until 17:15

There is a pigeon-hole for the Gap Student where teachers can leave general administrative tasks for the Gap Student. Specific task descriptions from the Learning Support Department, Sports Department and about Playground Duty are attached. The Gap Student will often be used to accompany day trips and occasionally residential trips. In addition, the Gap Student may occasionally help with Saturday morning games.

On normal days the Gap Student should dress in sports kit unless they are attending an event where formal dress is required.

The Gap Student will have a fortnightly meeting (or termly meeting depending on the length of employment) with the Deputy Head to discuss progress and track performance in relation to the end of service payment bonus.

The Gap Student should be aware of the school's Bullying and Child Protection policies.

If the Gap Student is going to be absent he/she must telephone the Deputy Head (Martin Shore), ideally before 7a.m.

When dealing with pupils, the Gap Student should:

- treat them fairly
- treat them positively
- treat them in a friendly manner but not as friends
- use appropriate language
- display good manners
- avoid physical contact
- avoid where possible being alone with a pupil in a classroom or other space

When dealing with inappropriate pupil behaviour, the Gap Student should:

- admonish calmly
- avoid making threats
- refer to a member of staff for assistance

When dealing with parents, the Gap Student should:

- remain calm and professional
- refer to a member of staff for assistance

Specific Task Descriptions

Learning Support Department

The Gap Student usually works for the Learning Support Department on a daily basis. Duties during this time include:

- Initially helping mark and score Whole School Assessments which pupils sit in September.
- Supporting reading with Year 4 boys. The Gap Student is given a list of pupils on the Toe by Toe programme and they collect the pupils from class and do one-on-one reading with them (usually for about 15 minutes each).
- When a boy is taken out of class, the Gap Student must make sure that the clear permission of the teacher has been given.
- The Head of Learning Support will give the Gap Student an overview of phonics and the Toe by Toe programme.
- Occasionally, the Gap Student will give one-on-one help in a class. The Gap Student will help the pupil keep up with the teacher and help with presenting work.

Sports Department

Every afternoon and for 2 mornings the Gap Student will help out with Games and some of the tasks assigned to him may include:

- Making sure the medical kit for each year is on the coach.
- Checking with Head of Sport that all the correct kit is going to the Games field.
- Assisting a coaching session and occasionally taking one by him/herself.
- If the Gap Student is ever at a loose end, there is normally a PE lesson which can be helped out with.
- Refereeing matches both mid-week and on Saturdays.

Playground Duty

Every day the Gap Student assists with Playground Duty, doing the following:

- Making sure the boys are safe. If the games they are playing are too dangerous, stop them.
- Supervising the Astro.
- Keeping an eye out for boys who are on their own. If something appears to be wrong take their name and report it to their Form Teacher.
- If a boy is hurt and needs to see the nurse, take him to her and tell the nurse what happened.
- Keeping an ear out for the bell.
- At 13:30 when the bell goes for lunch, making sure the boys go and line up.
- Not joining in with the boys games.
- Insisting on being called by their surname.
- Circulating around the school if there is a Wet Break, reminding boys to go to their Form rooms.