



**TWYFORD  
SCHOOL**

## Gap Assistant - Job Description

**Responsible to:** Deputy Head Pastoral & Operations (DHPO)

**Aim:** To provide support to teachers across the School during the school day and for after-school clubs, including wake up and bedtime routines in boarding and breakfast duties.

**Benefits:** Free meals provided when working during term time.

**Qualities** The successful applicant will be an adaptable, hard-working team player who is friendly and enthusiastic, with a willingness to learn and take on responsibility under supervision.

**Hours** Between the hours of 0700 and 2200, working a rota of 50 hours a week, Mon-Sat. (plus possible sleep-in duties between the hours of 2200-0700 up to 3 times a week).

### **Duties:**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:

- To act in accordance with the legal requirements, School policies and guidance on the safeguarding of children and young people, including adhering to current Health and Safety regulations and best practice
- To assist with lessons, sports matches and clubs for all year groups
- To provide or assist with coaching to pupils both in school and on away matches
- To help the Boarding staff make up beds and prepare the boarding facility
- To assist with night-time and morning routines in the boarding facility
- To provide lifeguarding support (training will be provided)
- To assist with the effective management and deployment of resources
- To participate in School INSET meetings and support the aims of the School
- To assist where required at whole school events
- To support and protect the interests of the pupils
- To undertake administrative and supervisory duties as may be required
- To follow procedures set out in the Staff Handbook
- To promote equality by actively protecting staff and pupils from discrimination; Attend school functions when required

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

**Person Specification:**

<b>Essential</b>	<b>Desirable</b>
<b>Education/Training</b> <ul style="list-style-type: none"><li>• Strong secondary education in English and Maths</li><li>• Excellent verbal communication and written English skills</li><li>• Proficient IT skills</li></ul>	<ul style="list-style-type: none"><li>• Musical instrumental grades</li><li>• Interest in sports</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children either in paid employment or in a voluntary capacity</li></ul>
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Basic working knowledge of Microsoft Office</li></ul>	
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"><li>• Effective organisational and administrative skills</li><li>• An excellent team worker and collaborative worker</li><li>• Patient and calm even in challenging situations</li><li>• Effective communicator – both orally and in writing</li><li>• Good interpersonal skills and the ability to communicate professionally with managers, staff, young children and parents</li><li>• Works with tact and discretion, maintaining confidentiality</li><li>• Can offer flexibility</li><li>• Can demonstrate appropriate relationships and boundaries with young children</li><li>• Is committed to the personal welfare and safeguarding of children</li></ul>	
<b>Other</b> <ul style="list-style-type: none"><li>• Associates with the ethos and values of independent education</li><li>• Reflects the attributes associated with the culture of safeguarding children</li><li>• Promotes equality and diversity in the working situation</li></ul>	

Twyford School sets high standards for its pupils and from all those who work at the School. The successful candidate should be a positive role model who is reliable and punctual and always demonstrates honesty and integrity. You will need to be neatly dressed and generally smart in appearance – a sports uniform will be provided.

*Twyford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required. It is an offence to apply for the role if the applicant is barred from working with children.*