

# Role Profile: GAP Assistant (Classroom) (Full-time, Term-time)

## One Year Fixed Term Contract from September 2024

### Key Purpose of the Job

The role of a GAP Assistant is primarily to assist members of staff with the teaching and supervision of pupils at Duncombe School.

As a GAP Assistant, you will be provided with the tools to develop your skills and experiences, both personally and professionally. It is hoped that the GAP Assistant will learn quickly from the members of staff that they are working alongside, in particular learning effective methods and techniques which encourage the respect and good behaviour from the pupils in a variety of situations.

The GAP Assistant will assist members of teaching and teaching support staff within the classroom and across the curriculum. They will also support the school daily with duties at both morning and lunchtime to ensure the safety and wellbeing of the children at these times.

### Key Accountabilities

#### Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Head, Deputy Head, Head of Lower School, SENCo and/or class teachers.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Support pupils in class, in small groups or on a 1:1 basis.
- Work with other professionals, such as speech and language therapists, as necessary.
- Assist class teachers with maintaining pupil records.
- Support pupils with emotional or behavioural problems and help develop their social skills.
- To be involved in the monitoring and evaluation of formal and informal assessment, e.g., pupil effort, progress, work standards and organisation, as directed by the teacher.
- Support class teacher in liaising with parents at the beginning and end of the day.

#### General Responsibilities

- To ensure the health, safety and welfare of pupils, staff and visitors is maintained at all times in line with the school's Safeguarding Policy and Procedures and other associated policies, procedures and guidance.
- To follow a timetable according to the rota drawn up by the Leadership Team, including work with EYFS, Key Stage 1 and Key Stage 2 pupils.
- To supervise the activities of individuals or groups of pupils as directed by the Head of Games.

## Key Accountabilities (Continued)

### General Responsibilities (Continued)

- To assist in the supervision of pupils in Breakfast Club and After School Club as directed by the Wrap Around Care Coordinator.
- To contribute to classroom displays and those in communal areas as directed. Ensure they are regularly updated, reflecting topics being covered in the curriculum.
- To attend assemblies.
- To join in with and be supportive to events and activities taking place within the school including the pupils' trips and residential visits in Key Stage 1 and 2.
- To be aware and supportive of the school's ethos; its foundation is based on Christian principles but there must be tolerance and understanding between people of different faiths, cultures and backgrounds.
- To acknowledge that all the staff are members of a team, cooperating and supporting each other to ensure the smooth running of the school.

### Working with Pupils

- To establish and promote positive professional relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion of all pupils within the classroom and school.
- To effectively communicate the work set by the class/form teacher to the pupils and ensure that the pupils are aware of the teacher's and your own expectations.
- To encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
- To respond knowledgeably to any questions from pupils about process and procedures.
- To observe and report on pupil performance.
- To promote social and emotional development of pupils.
- To report any safeguarding concerns regarding a pupil immediately.
- To provide comfort care in case of minor accidents and report serious incidents to the Deputy Head and Business Manager.

### Other Professional Requirements

- To attend school and participate during staff INSET days as required by the Headmaster.
- To participate in the school appraisal /performance management programme and be prepared to develop professional and personal skills to achieve agreed targets.
- To promote the school at Open Mornings.
- To maintain confidentiality at all times and observe the Data Protection guidelines.
- To undertake any reasonable duties required by the line manager.
- To carry out any other duties as may reasonably be requested by the Headmaster or Business Manager.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

### Shared Responsibilities

All members of staff have shared responsibility to comply with all policies and procedures and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Key Stakeholders

**Internal:** All school non/teaching employees, pupils.

**External:** Education establishments, suppliers, parents.

## Person Specification

Gap Assistants will also be expected to help with the normal duties in school including supervision of break times and meal times etc.

Gap Assistants should be professional, enthusiastic and responsible. They should also be prepared to be flexible and to help with the running of the school in numerous ways. Experience of working with children would be an advantage but support and all necessary training will be given.

### Role Specific

- Team player with a positive attitude.
- A flexible, calm and committed approach.
- Able to work on own initiative.
- Understanding the importance of delivering outstanding customer service.
- Understanding the importance of confidentiality, tact and discretion.
- An excellent level of English language.
- An ability to establish good working relationships.
- A sense of humour and a can-do attitude.

## Hours of Work & Pay

- Full-time.
- Term-time only, approximately 35 weeks plus INSET Training Days.
- Monday to Friday.
- Normal hours of work 8.15am to 4.15pm, included a 60-minute unpaid break.
- Total paid hours 35 per week.
- Annual Salary from September 2024, up to £14,250.
- Salary paid in 12 equal payments on or around the 23<sup>rd</sup> of each month.

## Application Process

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following websites:

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)

[www.teachinherts.com](http://www.teachinherts.com)

[www.tes.com](http://www.tes.com)

CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. The school is looking to interview at the earliest opportunity, so applications will be reviewed once they are received and therefore this vacancy may be withdrawn at any time.


Closing date for application: 9.00am on Friday 12<sup>th</sup> July 2024.

Interview date: TBC

Please send your application and a covering letter to:

Mrs Emma Webb, Headmaster's PA, Duncombe School, 4 Warren Park Road, Hertford, SG14 3JA  
Telephone: 01992 414100

Email: [emma.webb@duncombe-School.co.uk](mailto:emma.webb@duncombe-School.co.uk)

<b>Name:</b>	Ian Thomas
<b>Job Title:</b>	Business Manager
<b>Signature:</b>	
<b>Date:</b>	Tuesday 25 <sup>th</sup> June 2024