



Duncombe  
School

An Independent Preparatory  
School and Nursery

# JOB DESCRIPTION

Date

May 2019

Job title:

GAP Assistant

Reporting to:

Headmaster

Department/School:

Duncombe School

Working Hours:

Full-time/Term-time Only – Fixed Term 1 Year Contract

Checks:

Cognita Safer Recruitment Procedures

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

To help provide a high quality education experience for all children, remaining professional at all times; setting high standards of punctuality, smartness, organisation, firmness and fairness.

## Key Responsibilities

### 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.
- 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 staff meetings unless on duty.
- To attend assemblies.
- To join in with and be supportive to events and activities taken 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 provide support to the School Office with tasks such as answering the telephone, dealing with enquires from pupils, parents and visitors, filing, photocopying, shredding and the distribution of post and parcels.
- To assist the Site Manager with the setup of equipment and furniture across the site.
- To acknowledge that all the staff is a team which co-operates and supports each other to ensure the smooth running of the school.

### Working with Pupils

- To be a proficient sports player who is willing to provide practical support within lessons.
- To have had previous experience as a PE Technician within a school (desirable but not essential).
- To have sound knowledge and awareness of Health and Safety regulations relating to Physical Education (desirable but not essential).
- To supervise the activities of individual or groups of pupils both in and out of the classroom.
- 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 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 concerns regarding a pupil immediately.
- To provide comfort care in case of minor accident 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 programme and be prepared to develop professional and personal skills to achieve agreed targets.
- To take responsibility for your own professional development by attending relevant courses and providing feedback to other staff in the department.
- To keep up to date with current educational ideas
- 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.

## Principal Working Relationships

Internal: Staff & Pupils

External: Parents, Visitors & Contractors

Competencies for the Role:

Gap Assistants will also be expected to help with the normal duties in school including supervision of break times and meal times, road crossings 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 positive and professional telephone manner.
- A sense of humour and a can-do attitude.

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

## Hours of Work

This is a full-time term-time only position. The hours of work are as follows:

- Term-time (Approx. 35 weeks)
- Normally Monday to Friday 8 hours per day with a 60 minute unpaid break (7 paid hours per day)
- Total paid hours: 35 hours per week

You will be required to have a flexible approach to the hours of work in order to meet the requirements of the role. The school's operational hours are from 7.30am until 6.30pm with staff working during the period from 7.15am through until 6.45pm.

## Remuneration

- Annual salary £11,500 to include an element of holiday pay
- Contributory pension scheme
- School fee discount
- Professional development
- 25 days holiday plus Bank/Public Holidays (Pro-rate for part-time/ term-time). Holiday can not be taken in term-time.

## Application Process

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

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

CV's may be submitted in support of the application Form but CV's 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.

Please send your application and a covering letter including confirmation of whether you are looking for term-time or all year round 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)

Signed: ..........

Date: Monday 5<sup>th</sup> August 2019

Name (Print): Mr Ian R Thomas

Position: Business Manager