LAMBROOK

GAP ASSISTANT

For January to December positions, please make your application between November and January of the preceding year and interviews will take place early in the Lent Term.

Occasionally we may have positions available to start in September, please enquire as to whether we have any opportunities for a mid year start.

Please do not apply more than one year in advance of when you are available to work, as we are unable to hold applications for more than a year ahead.



CANDIDATE SEARCH

As a Gap Assistant (GA) you are part of a support team that works within the school and in the boarding houses to ensure the welfare and happiness of the children from January through to December. GAs support teaching staff in the classroom, fulfil a wide range of everyday duties across the Nursery, Pre-Prep and Prep School settings as well as being part of the boarding teams caring for the children in the evenings. The GA must work in conjunction with the policies of the school and is responsible for being familiar with them.

The GA needs to communicate professionally and confidently with all staff, children and at times parents. The GA Tutor is the direct line manager and liaises with the House Parents.

DUTIES AND RESPONSIBILITIES

Assistance in School to include;

· Assistance with Games and PE lessons/coaching, including swimming across year groups.
· Assistance in extra-curricular activities.
· Fulfilling daily duties, such as supervising children at playtimes or helping with drop off/pick up times.
· Helping across many areas of school with a variety of tasks/events.
· Supporting with aspects of the daily routine such as registration in the morning.

Assistance in Boarding Houses to include;

· Supporting boarders with their afternoon/evening/morning routines.
· Supporting Houseparents and boarding team with a variety of tasks within the boarding house.
· Helping to organise and run activities for boarders.
· Being a helpful, caring and supportive presence to boarders.
· Being present and helping out at all boarding meals.

The duties and responsibilities highlighted in this Job Description are indicative and may vary. Post holders are also expected to undertake other duties and responsibilities that may be relevant to the nature, level and extent of the post and the School.

PERSONAL QUALITIES

· Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.
· Resilience and demonstrated ability to work in a variety of settings.
· Ability to work both independently and as part of a team.
· Sensitivity to the needs of others.
· Openness and willingness to address and discuss relevant issues.
· Ability to work harmoniously with colleagues and pupils of all cultures and backgrounds.
· Ability to work under pressure and with competing priorities.
· Willingness to become involved in the wider school community.

SKILLS

· Commitment to the protection and safeguarding and wellbeing of children and young people.
· Ability to form and maintain appropriate relationships and personal boundaries with children.
· Ability to create a happy and effective boarding environment.
· Ability to establish productive partnerships with pupils, parents, carers and the school community.
· Ability to demonstrate honesty and integrity and uphold public trust and confidence in the school.
· Ability to be adaptable and solve problems.
· Strong interpersonal skills.
· Ability to persuade, influence and negotiate.
· Ability to prioritise and juggle multiple tasks simultaneously.

EXPERIENCE

· Experience of leadership of, working and involvement with children.
· Evidence of working successfully as a member of a team.
· Evidence of school, business, voluntary or community involvement.
· Evidence of living or working away from home.
· Basic first aid.
· Experience in the coaching of sport or skills with drama and music will be an advantage.

BENEFITS

· In normal circumstances, the GAs will have Sundays off and appropriate time off during the week. There will also be free periods built into the daily timetable. Occasionally free time may have to be sacrificed due to unforeseen circumstances.
· School holidays off. All absences are to be taken during the school holiday period. The GAs are required to work during INSET days at the beginning of each term.
· We offer a competitive rate of pay and bonus scheme .
· The GAs are given furnished term time accommodation in school and all heating, lighting is included. Meals are provided free during the term time only.
· Accommodation is only available during holidays whilst in post. An inventory and contract of the accommodation is drawn up on arrival.
· The GAs are required to observe the security and fire regulations of the house and school and comply with these at all times. Any visitors to the School should be signed in and out during office hours, and be accompanied at all times. The GAs may not entertain overnight guests during term time. During the holidays, guests may be allowed for a small number of nights after discussion with the Gap Assistant Tutor and should behave as guided.



THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applications will only be accepted from candidates completing the School's Application Form in full.

To accompany your application form, we asked you to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters and application forms should be sent to the Headmaster via HR@lambrookschool.co.uk.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.
A minimum of two references.
A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.
Verification of medical fitness.
Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.
Online checks will be carried out.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, were appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

