

## JOB DESCRIPTION

### GAP TEACHING ASSISTANT

Academic Year 2019 – 2020

**Job Title:** Gap Teaching Assistant  
**Reporting Line:** Deputy Head Pastoral  
**Location:** Hampton Pre-Prep & Prep School

Application forms can be downloaded from the School website under vacancies/support staff, and should be sent via email to: [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) . **The closing date for applications is 9.00am on Friday 1 February 2019.** Interviews will be held in the week commencing Monday 11 February 2019.

**We welcome applications from Sixth Form leavers, boys and girls, who are planning to take a gap year.**

#### Post

We are looking to recruit willing, able and highly adaptable individuals who would relish this post for up to a year. The role of a Gap Teaching Assistant will be to support teaching staff in lessons, support staff in the School Office and the Head of Games and PE in coaching a range of sports, or other Heads of Department as required. It is also expected that Gap Teaching Assistants will be willing to contribute to the School's Co-curricular programme, including attendance on residential visits during term-time, if required. Other duties or responsibilities within the School may be requested to provide breadth to the role of Gap Teaching Assistant.

#### Salary

This is a paid position and the salary will be approximately £10,770 paid over 11 months from September 2019 to July 2020 (based on £14,000 per annum full-time equivalent). The School pay scales run from September to August and are reviewed annually. You will be paid in equal monthly payments, in arrears. Payment will be made on the 25<sup>th</sup> of the month or the next working day thereafter by credit transfer into a bank, building society or other account of your choice.

#### Hours

The working hours will be 8.00am - 4.00pm, Monday to Friday, term-time only, with Co-Curricular Activities extending the day to 5.00pm, one or two days a week.

#### Job Description

The list of duties below goes some way towards describing a 'day in the life of' a Gap Teaching Assistant, but is by no means exhaustive:

##### a) Classroom Assistant

- To support pupils' learning in the classroom
- Morning break and lunch duties/playground supervision
- To assist teaching staff in preparing teaching material for lessons
- To assist with and attend school assemblies

##### b) Departmental Support

- To play an active part in promoting the School's main sports (football, rugby and cricket)
- To support the Head of Games and PE and other sports staff in the setting up of lessons and co-ordinating warm ups
- To have responsibility for closing down lessons and ensuring equipment is put away

- To have shared responsibility for all Games/PE stores, ensuring they are kept tidy and ready for the next user
- To assist in the day-to-day maintenance of sporting equipment and inform the Head of Games and PE of any problems
- Opportunities within other departments also exist for those wishing to gain wider experience in developing their own talents and interests, eg, music, drama and art

**c) School Magazine**

For an additional enhancement to the advertised salary, there is also the possibility of becoming Editor of our School Magazine, currently produced in three instalments (one per term) throughout the year. Full production/desk top publishing support is provided by our professional design team and editorial support is provided by senior colleagues. This is a fantastic opportunity to lead on a critically important aspect of school life and a way to really make a mark at our School during your Gap Year. Please indicate your specific interest in this aspect of the role in your letter of application, if relevant.

**d) Co-curricular Activities**

- Accompanying/supporting teaching staff on residential trips (Years 3 -6)
- Overseeing Co-curricular and end of day registers
- Supporting teaching staff in the running of after-school clubs
- Escorting pupils to/from 'Late Stay'
- Assisting with 'bus' boys, transporting them from/to Hampton School
- Supporting the work of the Junior Safety Officers

**d) Administrative Support**

- To assist with in administrative functions in the School Office
- To assist with the production of printed material for school events, eg, sports day, concerts, school productions

**Please note** that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities.

**Person Specification**

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• a range of good grades at GCSE and A Level</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in entering the teaching profession</li> </ul>
<b>Subject Interests</b>	<ul style="list-style-type: none"> <li>• A high level of participation in at least one sport or participation in other areas such as music, drama and art</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching experience and/or current playing experience in at least one sport</li> <li>• Experience of drama productions</li> <li>• Experience of one or more musical instruments</li> <li>• Interest in Art/DT</li> <li>• Experience of independent school education</li> </ul>
<b>Pastoral and Co-curricular Duties</b>	<ul style="list-style-type: none"> <li>• Commitment to a a full, busy day/school life</li> <li>• A professional, yet caring and compassionate approach to dealing with children</li> <li>• Willingness to be involved in the Co-curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Pastoral experience or leadership within school life</li> </ul>

<b>Particular Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Conscientiousness, enthusiasm and an ability to work as part of a team or independently on initiative</li> <li>• Good interpersonal, communications and organisational skills</li> <li>• Ability to deal sensitively with children and build a rapport with them</li> <li>• Ability to maintain the ethos of the School</li> <li>• A positive attitude towards professional development and their own learning</li> <li>• Commitment to involvement in wider school life</li> <li>• A sense of humour</li> <li>• Loyal, approachable, efficient, enthusiastic, conscientious and hard working</li> <li>• Reliable, flexible, courteous, calm and articulate</li> <li>• Ability to prioritise and multi-task</li> <li>• Good time-keeping and smart appearance</li> <li>• Excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent ICT skills</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced DBS</li> <li>• Two satisfactory references</li> <li>• Suitable to work with children</li> </ul>	<ul style="list-style-type: none"> <li>• Able to be flexible with working hours should the need arise</li> </ul>

### Equal Opportunities

It is the policy of the Hampton School Trust to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

### Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

## HOW TO APPLY

Please submit a typed letter of application and a completed School Application Form to:  
[recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk).

### Interview

If you are invited to interview this will be conducted in person and the areas it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copies of certificates, diplomas, etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding bodies.

All candidates invited to interview must also bring with them:

- A current driving licence (photocard and counterpart), passport or a full birth certificate.
- A recent utility bill (less than three months old) or financial statement showing the candidate's current name and address.
- Where appropriate, any document evidencing a change of name.

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

Further details can be found on the School website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

December 2018