



## **JOB DESCRIPTION**

### **GAP TEACHING ASSISTANT**

**Academic Year 2018 - 2019**

**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) or via post to: HR Department, Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD. The closing date for applications is 9.00 am on Friday 24 November, 2017. Successful applicants will be invited to attend an interview in the Spring term 2018.

**We welcome applications from Sixth Form leavers, boys and girls, who are planning to take a gap year. Placements would ideally be for the academic year, but applications would be considered for one, two or three terms.**

#### **Post**

We are looking to recruit three willing, able and highly adaptable individuals who would relish a year, or indeed a term, working in a school environment. 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 based on the current pay scales, the salary will be approximately £14,000 per annum. 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**

This is a part-time position and working hours will be either from 8.00am or 8.15am - 4.00pm, Monday - 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**

Selection Criteria	Essential	Desirable	Method of Testing
<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>	<p>A/I</p> <p>A/I</p>
<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> </ul>	<p>A/I</p>

		<ul style="list-style-type: none"> <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>	A/I
<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>	A/I
<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>	References, DBS, Medical, interview

### 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.

## **ADDITIONAL INFORMATION**

**Non-contractual Benefits to Staff Pension:** The School offers the Teachers' Pension Scheme for teaching staff and a Money Purchase Scheme for support staff. Further details are available from the Bursar.

**Death-in-Service Benefit:** In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependent(s). Restrictions apply to this policy.

**Health Care:** The Governors currently provide health care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Health Care policy.

**Eye Tests:** In September each year members of staff receive a voucher for a free eye test at nominated opticians.

**Personal Accident Insurance:** Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

**Lunch, Drinks and Snacks:** Staff are provided, at no cost, with lunch, tea/coffee and light snacks throughout the day.

**Sports Travel to School on Saturdays:** Staff running teams can claim expenses for travel to and from School for sports matches.

**Blood Pressure:** The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

**Counselling:** One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.

**Sports Therapy:** The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

**Multi-Gym:** The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

**Sporting Facilities:** Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

**Parking:** Currently no staff parking on site is permitted.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

## HOW TO APPLY

Please submit a typed letter of application no smaller than font size 11, addressed to the Hampton Pre-Prep & Prep School Headmaster, on no more than two sides of A4 sized paper in addition to a completed School Application Form.

Completed Application Forms should be sent 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.***