



Gap Student

(with accommodation and all meals during term time)

The role

The role of a GAP student is a varied one at The Prep. The majority of time will be given over to providing support by taking duties and providing supervision; assisting in Games, PE, Art, D&T and Pre-Prep lessons and helping with the care of the boarders (particularly during mornings, evenings and weekends).

Assistance in the PE and Sports Departments is required in the following areas. These include a variety of administrative tasks, clubs, equipment and maintenance, duties and general support to the programme.

- To support the teaching and learning.
- To work under the instruction and supervision of the relevant staff in practical sessions
- To prepare equipment for the sessions
- To accompany away fixtures and support the wellbeing of players during home matches.
- To assist with fixtures, acting as a 'team manager' and be responsible for that team.
- To umpire and referee fixtures, where appropriate.
- To be aware of the School Child Protection and Behaviour policies and know what is expected of children and staff, appropriately reporting incidents of concern.
- To attend meetings – departmental/whole school, as required.
- To attend relevant training courses or meetings.
- To verbally feedback to staff about pupils achievements and occasionally in written form.
- To teach groups of children under the direction of the teacher – as requested.

Equipment preparation, maintenance and monitoring

- To make sure that balls are pumped up, ready for lessons or fixtures.
- To keep storerooms neat and tidy. (Barn and Sports Hall Stores)
- To help with doing a stock-take, when required.
- To prepare and maintain team kits for matches. To include – hockey goalkeeping kits, cricket bags, rounders kits, etc.

Changing Rooms

- To assist staff with the supervision of the changing rooms

Administration

- To help keep notice boards up to date.
- To assist with boarding registrations

Communication and Reliability

- To check in with the teacher whose lesson they are assisting the day before to ensure all eventualities are taken of.
- Gaps are expected to turn up on time to all lessons and activities, liaise with teaching staff, fulfil what has been set and avoid 'doing their own thing' instead.

Dress Code

- As in the expectation of staff and pupils, Gap students are expected to dress appropriately for the work done in the school.
- During PE and Games lessons, students should be dressed in 'corporate' kit, which will be provided.
- There are a number of formal functions at school throughout the year at which formal dress will be required.

House Events

- To assist with the preparation and setting up of House events, to include Sports Days, Swimming Galas, Hockey, Rugby, Football, etc.
- To assist with the running of House events, whether in team management, umpiring/refereeing, administration, etc.

Co-curricular Activities

- To participate in clubs/activities, where appropriate.

Boarding

- To assist the Houseparent and his/her team in the care of the boarders (please refer to the Boarding Handbook)

General

- To uphold the principles of Cheltenham College Preparatory School

- To follow the rules and guidelines for teaching staff (see Staff Handbook) and specific job description.
- To undertake other responsibilities for which, those responsible, consider being appropriate to the role.
- To follow the laws of the land and the School with regards to the use of alcohol, drugs, sexual relationships and tobacco products.
- To avoid involvement in activities that may bring embarrassment to the school or Gap student.
- To take responsibility for the general welfare of the children in the school, in conjunction with teaching and support staff.

Organisation

The following people undertake the responsibility for the Gap students:

The Deputy Head (Operations) - holds overall responsibility for Gap students including constructing their timetable and allocating the duties that they will need to supervise during the school day.

Boarding Houseparents – hold responsibility for Gap students in relation to boarding.

Heads of Department – hold responsibility for the Gap Students in all lessons, as well as matches.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Code of Conduct and Safeguarding and Child Protection Policy 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 she/he must report any concerns to the school's Designated Safeguarding Lead.

Terms and Conditions

- This will be a term-time position with an average of **50 hours per week** to be worked as agreed with the Deputy Head (Operations) and the Head of Boarding.
- Fixed Term: Autumn Term (Sept 22 – Aug 23)
- Salary: Based on £6.83 per hour, plus 0.82 per hour in holiday pay.
- Accommodation and all meals during the term time are provided, though a monthly accommodation deduction shall apply
- Use of College Sports Facilities: 2 gyms, various pitches, courts and swimming pool during staff-allotted times

JRA

Feb 2022