



## **CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION**

### **GAP STUDENT**

**Responsible to:** The Deputy Head

#### **Support for the Pupils**

- Foster participation of pupils in the academic and social processes of the school.
- Seek to enable pupils to become independent learners.
- Help to raise standards of achievement for all pupils.
- Endeavour to help all pupils to maximise their potential.
- Support in keeping children on task.
- Offer assistance to pupils with individual needs, ie changing for PE.

#### **Games Lessons and PE Lessons**

- Assist with afternoon games lessons.
- Accompany teams on away matches and be responsible for designated children during that trip.
- Assist with PE lessons as timetabled.
- Promote sport and healthy wellbeing within the school as part of the Sports Department.

#### **Support for the Teachers and Admin Staff**

- Assist Head of Marketing with social media and marketing tasks.
- Provide admin support such as photocopying, filing and displays.
- Escort children around school.
- Assist with listening to children read and changing their reading books.
- Help with practical classroom activities.
- Assist in the maintenance of a healthy, safe and hygienic environment.
- Observe children at work and provide feedback to the teacher and parents.
- Provide teaching and non-teaching supervision of the class in emergencies.
- Administer first aid for pupils in the case of minor injuries as required.
- Be aware of the expectations of the teacher and the school of pupils' expected progress.

#### **Breaktime Supervision**

- Supervise children before school, at breaktimes and lunchtimes as timetabled.
- Ensure good behaviour of the pupils.
- Report any incidents to a member of the Senior Management Team.

## **Support for the School**

- Contribute to the promotion of positive relationships, ethos and behaviour within the classroom and the school as a whole.
- Ensure confidentiality regarding information on children.
- Carry out duties of a supervisory nature of pupils, both on and off site.
- Attend weekly staff meetings and pre-term Inset training days.
- Assist with school productions.

## **Discipline, Health and Safety**

- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

## **Professional Standard**

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow.
- Be aware of and adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

**This role is a regulated activity as defined by the disclosure and barring service.**