

Job Description

Gap Student

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Purpose of job:

- To support the teaching staff in securing the excellent progress and well-being of pupils.
- To promote and act in accordance with the ethos of Sevenoaks Prep's Way of Life, its aims and objectives.
- To have safeguarding of children as their priority.

Responsible to:

The Teaching member of staff with whom you will meet regularly to agree daily/ weekly duties and to discuss class room tasks, sports activities and supervision of the children.

Key tasks and responsibilities:

- To support the teacher in the classroom, assisting in lessons and activities, in particular hearing children read and assisting those who need support.
- To assist with PE and Sports lessons and weekly matches.
- To organise the classroom, sports kit and learning resources as per the teacher's instructions, to create a positive, tidy and orderly learning environment.
- To encourage and motivate pupils, whether on the games field or in a classroom setting.
- Instil and monitor standards of behaviour and manners where there is respect for one another.
- Co-ordinate activities and resources within specific areas of the curriculum, supporting colleagues in the delivery of the timetable.
- Participate in staff meetings, dining room, lunch, play, teas including sports teas and late stay duties.
- Foster positive and professional relationships with parents.
- Liaise with colleagues, working flexibly to support each other and working as a team.
- Take part in wider school events, plays, recitals, trips and fund raising activities that benefit the wider school community.

Person Specification

Overview:

Sevenoaks Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff including club providers and volunteers to share this commitment.

The successful applicant will encourage enthusiasm for learning, sport and physical activity, helping pupils build confidence, resilience, and teamwork skills. They will support the holistic development of each child — academically, socially, morally, physically, spiritually, and emotionally — within a nurturing, safe, and stimulating school environment.

Essential qualifications:

- Eligible to work in the UK.
- An enhanced DBS Disclosure (which the School can organise) or registration with the update service.
- Strong literacy and numeracy skills.

Desirable qualifications:

- Any child health or education qualification.
- Any specific sports coaching qualifications.
- First Aid Qualification.

Desirable Experience:

- Experience of working with or supporting children.
- Competitive sports experience.
- Understanding of safeguarding within schools.

Personal attributes:

- An enthusiastic and versatile team player.
- Have good organisational skills and be able to use ICT effectively.
- Have a confident, warm and welcoming manner.
- Have a smart professional appearance.
- Be able to take an active role in the promotion of the School and its aims and ethos.
- Able to respond sensitively to pastoral issues.