



Blundell's

PREPARATORY SCHOOL

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Gap Year Assistant
Department: Prep School
Report to: Deputy Head
Date: May 2022

ROLE

To support the teaching staff in providing for the pastoral wellbeing and safety of all pupils, assisting in the day-to-day life of the school and working with the Sports Department supporting Games and PE lessons during the school day.

SUMMARY OF DUTIES

- Coach Games sessions, including travelling with teams.
 - Assist pupils requiring additional support in the classroom.
 - Supervise pupils' mealtimes, breaktimes and activities as directed by the Deputy Head.
 - Supervise the changing rooms, ensuring that the expected standards of conduct are upheld and that items of lost kit are returned to their owners.
 - Lead activity sessions as part of the school's co-curricular offering.
 - Undertake administration tasks in support of the Games Department and the School Office.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Positive and proactive approach; a problem solver not a problem maker.
 - Love and enthusiasm towards the pastoral care and education of children.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___