



ST FRANCIS SCHOOL

One childhood, many opportunities

GAP ASSISTANT JOB DESCRIPTION

This job description will be reviewed as part of the Appraisal and Performance Review system, and any changes may be mutually agreed between the post-holder and Headmaster during the interim.

Directly responsible to:

1. The Headmaster (Overall responsibility)
2. The Deputy Head (Line Manager)
3. Relevant teachers, depending on the lesson/activity/event

GENERAL DUTIES OF ALL STAFF:

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.

Purpose of job:

- To assist in the educational support, management, welfare and supervision of pupils and to lead certain activities under the guidance of the relevant teacher or member of staff.
- To support members of the administrative staff.

Established 1941

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Registered in England No 02164880 and Registered Charity No 298522

The Role will involve a variety of aspects including:

- Working with individuals and groups in classrooms as an assistant to the teacher;
- Assisting with the teaching of PE, games and swimming throughout the Nursery and School age range;
- Assisting with Drama/Choir lessons and productions;
- Lunch/break duties;
- Undertaking administrative tasks, including regular updates of the school's information screens and certain aspects of the website;
- Assisting with the daily Before-School Club for Reception upwards from 7.45am until 8.30am;
- Assisting with the After-School Club from 4.00pm until 6.00pm;
- Accompanying pupils on outings and residential trips;
- Assisting with the school's Holiday Camp during school holidays.

The Gap Student is required to:

- Act as a member of the School staff team;
- Contribute to the positive image of the school in the community;
- Attend relevant in-service training;
- Be aware of school procedures, especially those contained in the Staff Handbook;
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

Additional information:

- No accommodation is provided for this role.
- Post holders will need to provide their own transport to and from school.

Updated March 2024