



Role Profile: GAP Year Student

Purpose

To assist in the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and its policies.

Gap Year Assistants occupy an important role in Downsend school life. The role is supportive of the activities of teachers throughout the school. We try to use Gap Year's individual strengths and skills whilst being ever mindful of the school's requirements. We are looking for applicants who have initiative and energy, possessing initiative and flexibility, and who enjoy working with children.

Key Accountabilities

The job is extremely flexible but is likely to include some of the following:

- Work predominately within the sports department in the morning and afternoons, assisting with PE/Games lessons, school fixtures and after school practices
- Supporting administrative duties within the department (email, SOCS)
- Work alongside teachers in the classroom, in a variety of subject areas
- Help with displays in classrooms
- Assist the teaching staff with supervisory duties
- Accompany teaching staff and pupils on visits, trip and out of school activities as required
- Undertake additional duties as required

Safeguarding Responsibilities

- Comply with safeguarding policies, procedures and code of conduct
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- Complete safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	✓ Educated to A-level standard (results due Summer 24)	✓ English & Maths GCSE grades '6' and above (or equivalent)
Skills	✓ Applicant with skills and a desire to assist in a variety of sports	✓ Applicants with skills and/or knowledge of Music or Drama
Experience		✓ Experience of working with children aged 6-16
Other	✓ Ensure all pupils have equal opportunities to learn and develop ✓ Appreciate and support the role of other professionals	✓ Initiative and energy, and enjoy being with children

Key Stakeholders:

Internal – SLT, staff, pupils, parents

External – Cognita, local schools (re fixtures)

Signed: Name (print):

Date: