



FINTON HOUSE
SCHOOL



Looking for a **Gap Year Job?**

Come and work with us at
Finton House School

ROLE SPECIFICATION GAP ASSISTANT

Job Title: Gap Assistant

Reporting to: Deputy Head (Pastoral)

About: Gap Assistants are responsible for supporting school operations including teaching and learning. Their workload is varied and may involve working with whole classes, groups or individuals.

This position is for 2-3 consecutive term placements.

Salary: £15 per hour

Main Duties:

- Work with teachers and/or other appropriate professionals to take into account pupils' needs and help them to learn as effectively as possible in lessons, small groups and on a one-to-one basis.
- Carry out any tasks teachers may require to support teaching and learning such as preparing the classroom, preparing resources, photocopying, display work, setting up for events etc.
- Carry out supervision duties during breaks and lunchtimes, including walking pupils to and from offsite activities.
- Assist with the organisation and management of whole school events, e.g. plays, concerts, sports day and trips, including residential trips where appropriate.
- To act as a companion on school bus journeys before and/or after school.
- To assist with running school clubs
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Person Specification:

- Strong command of the English language, including spelling and grammar
- Good IT skills
- Enthusiastic and willing
- Patient and caring
- Good interpersonal skills
- Good team player and always willing to go the extra mile
- Excellent time-keeping and attendance

Please submit the application form FAO the Headmaster, Ben Freeman, c/o Georgina Kennedy (HR Officer) on georgina.kennedy@fintonhouse.org.uk