

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

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	Applicant with skills and a desire to assist in a variety of sports	Applicants with skills and/or knowledge of Music or Drama
Qualifications	Educated to A-level standard (results due Summer 25)	English & Maths GCSE grades '6' and above (or equivalent)
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 (fixtures)

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: