COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

Role Profile: Gap Year Games Assistant

Fixed Term: 1 September 2025 – 31 August 2026

Purpose

To provide assistance and support the Games Department, covering games taught throughout the school from Reception to Year 8.

Key Accountabilities

- To assist with games and extra-curricular lessons for children aged 4-13
- To assist with supervision duties in the changing rooms
- To assist with match fixtures – both home and away as required
- Help supervise pupils at match teas after fixtures
- Promote the general progress /wellbeing of pupils assigned to you and to be involved in the pastoral care of all children in the school. Report any concerns to the Director of Sport/Head/Deputy Head (DSL)
- Insist on the highest standards of discipline and behaviour at all times
- Provide guidance and advice to pupils in all areas of their development
- To inspire each child to achieve their potential and develop enthusiastic and confident learners
- Work as part of a team and attend any meetings and Inset training with appropriate staff members
- To promote equal opportunities for all pupils
- Assist with any ad-hoc tasks – e.g. duties including school events.

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
Qualifications	Good GCSE (or equivalent) qualifications	A sporty/outdoor background helpful Educated to A Level standard
Skills	To be an adaptive, supportive, positive member of staff who enjoys working with children. Excellent communication skills – to be able to make points clearly and understand the views of others. To act in a professional manner at all times An excellent role model with high expectations Capable of working independently and collaboratively as part of a team	
Experience	No experience necessary	Be a quick learner
Other	Team player To adhere to the School's dress code To abide by the terms and conditions	

Key Stakeholders:

Internal – Headteacher, Staff, Students

External – Parents, other external agencies

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: ……..