



## Job Description

Job Title	Pre-Preparatory Gap Assistant	
Responsible to	Head of Pre-Preparatory School	
Department	Pre-Preparatory School	
Purpose of job and primary objectives	<p>Clifton College Pre-Preparatory School is seeking to appoint an engaging and enthusiastic Gap Assistant to join our team. The ideal candidate will be passionate about working with young children and supporting the coaching of sport in particular.</p> <p>In supporting learning, both inside and outside of the classroom, the role is a brilliant opportunity to gain invaluable experience if considering a career in teaching or coaching. The position will see the successful candidate actively contributing to the coaching of sports in Reception to Year 3, with additional responsibilities to support the day-to-day running of a busy and exciting school.</p>	

<b>What we are looking for:</b>		
	<p><b>Key Traits:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Passionate about working with children</li> <li>• A good level of sporting ability.</li> <li>• Motivated</li> <li>• Resourceful</li> </ul>	
	<p><b>Key Qualifications:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Evidence of good academic achievement at GCSE and A-Level</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• A lifeguard qualification would be an advantage</li> <li>• A degree or equivalent</li> </ul>	
	<p><b>Knowledge &amp; experience required:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Evidence of working with young children</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Willingness and desire to undertake further professional development and training</li> </ul>	
	<p><b>Skills Required:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Confidence in a pool - the role includes accompanying children in the pool during swimming lessons.</li> <li>• Highly effective communication skills with both children and adults, including parents/carers</li> <li>• Commitment to implementing whole school/staff policies relating to the safeguarding of young children.</li> <li>• Positive values and attitudes and adopt high standards of behaviour in a professional role</li> </ul>	

<b>Other general responsibilities:</b>	
	<p><b>Values and behaviours</b></p> <ul style="list-style-type: none"> <li>• Uphold Clifton College’s values</li> <li>• Act as a role model for all Clifton employees</li> <li>• Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment</li> </ul> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Maintain and update your own knowledge and skills in line with legislation and the needs of the role.</li> </ul>

Date:

04.05.2021

Prepared by:

Sam Morgan