

**St Mary’s Junior School**

**Job Description**

Junior School Gap Assistant

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Our School**

St Mary’s Junior School has the capacity to educate 200 girls from ages 3 – 11. The school, which is set in leafy Cambridge on the edge of Vicars Brook and the Fen, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff. From here, many of our girls go on to join our successful Senior School on Bateman Street, where they remain until the end of Sixth Form.

St Mary’s is an ambitious school with a strong set of values focused on providing every girl with the opportunity to reach their full potential. Nurturing a love of learning, we ensure that each child acquires and secures the skills to become effective lifelong learners, fit not only for the world we live in today, but for a future yet to be determined. Adventure, curiosity, kindness and reflection lie at the core of what we do. Coupled with our strong and thriving connection with The Mary Ward values. We place equal importance on their social, moral and cultural growth.  At all times the girls are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on site but when representing St Mary’s at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. Above all, we encourage academic endeavour and that each child strives, gives of their best, and achieves their potential.

At St Mary’s Junior School we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the girls conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we do. We place great emphasis on the strength of our community and the girls being considerate, courteous and tolerant of the needs of others.

We are a progressive and vibrant school that focuses on raising the aspirations and releasing the potential of every young person in our care. In this environment, they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at St Mary’s is a unique experience but one that is treasured by all in its community.

**What we can offer you**

* The opportunity to join a very successful team of committed and highly qualified teachers and school staff
* A supportive environment where the work-life balance is important
* Outstanding facilities and resources to support learning and teaching
* A forward-thinking, can do, risk-taking, mistake celebrating community where anything is possible!
* An opportunity to learn and access further professional development opportunities both in the Junior School and within the wider St Mary’s community.
* A bespoke induction and training programme with built-in support and mentoring as required.
* A strong Staff Wellbeing Programme (wellbeing days/staff events/breakfasts/socials)
* The opportunity to be part of St Mary’s Junior School at this most pivotal and exciting time.

**The Role**

An exciting opportunity has arisen for an able and inspiring Gap Assistant to join the Junior School team. In this position, you will help to provide a high quality education experience for all children, supporting their learning in and out of the classroom and enabling teachers to be the best they can be. In this role you will not only support teachers in the classroom but also support our delivery of enrichment opportunities such as clubs and trips, support the supervision of children on and offsite, and provide additional support to the school office.

You will be expected to remain professional at all times; setting high standards of punctuality, smartness, organisation, firmness and fairness. Gap Assistants will also be expected to help with the normal duties in school including duties such as supervision of break times and meal times, walking to the senior school etc. It is vital that Gap Assistants are prepared to be flexible and to help with the running of the school in numerous ways. Experience of working with children would be an advantage but support and all necessary training will be given.

This is an important role within the school community and requires excellent communication skills and a high level of commitment and enthusiasm.

The successful candidate will:

* be an enthusiastic and effective member of the team
* have a passion for supporting children
* Have excellent organisational skills with the ability to use their initiative
* have excellent interpersonal skills, resilience, and the ability to work as a part of a team
* Take direction and guidance from others

**Reporting Line Manager:** Deputy Head Learning & innovation

**Main Duties & Responsibilities**

**Essential Requirements**

* Excellent interpersonal and communication skills.
* Kind, energetic, punctual, with a good sense of humour.
* Team-player, who is flexible to take on any task assigned
* A flexible, calm and committed approach.
* Must be able to prioritise and plan work activities so as to use time efficiently
* An excellent level of English language
* Sensitive, caring and responsive to the needs of children / young people
* Willing to undertake further training as required
* Team player with a positive and can-do attitude
* Able to work on own initiative
* Understanding the importance of confidentiality, tact and discretion
* An ability to establish good working relationships
* A positive and professional telephone manner
* Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact

**Key Responsibilities**

* To follow a timetable according to the rota drawn up by the Leadership Team, including work within EYFS, the Learning Support and Games Departments where applicable
* To assist in the supervision of pupils in before and after school clubs, including late stay
* To contribute to classroom displays and those in communal areas as directed. Ensure they are regularly updated, reflecting topics being covered in the curriculum.
* To attend staff meetings unless on duty
* To attend assemblies
* To join in with and be supportive to events and activities taken place within the school including the pupils’ trips and residential visits.
* To be aware and supportive of the school’s ethos and values
* To provide support to the School Office such as answering the telephone, dealing with enquires from parents and visitors, filing, photocopying, shredding and the distribution of post and parcels.
* To assist the school porter with the setup of equipment and furniture across the site.

**Working with pupils**

* To supervise the activities of individual or groups of pupils both in and out of the classroom
* To establish and promote positive professional relationships with pupils, acting as a role model and setting high expectations.
* To promote the inclusion of all pupils within the classroom and school.
* To effectively communicate the work set by the form teacher to the pupils and ensure that the pupils are aware of the teacher’s and your own expectations.
* To encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
* To respond knowledgably to any questions from pupils about process and procedures.
* To promote social and emotional development of pupils.
* To report any concerns regarding a pupil immediately.

 **In relation to pastoral care, social development and safeguarding:**

* To inform the Head or DSL of any concerns you may have about any individual or group of children.
* To liaise with the DSL to ensure the safeguarding and security of all children in your care.
* Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the school’s Child Protection procedures and staff guidance at all times reporting any concerns to the DSL or Headteacher as appropriate.
* Be aware of Health and Safety requirements, including where to obtain expert advice.
* Communicate with the Health and Safety Team any Health and Safety issues regarding the welfare or safety of the pupils or staff.
* Be familiar with the school’s fire safety procedures and participate in drills as required.

**To become a Gap Assistant, you must meet the following criteria:**

* Aged 18+
* A school leaver (educated to at least A-level or hold an equivalent qualification)
* Be able to provide two professional references; one can be from your current/former Head of School
* Able to provide all the necessary ID documents for completion of a Disclosure and Barring Service check prior to your arrival.
* Be available to commit to the full period of the placement
* Passionate about working with children and a keen interest in pursuing a career either in a school or with children
* Previous experience working with children is desirable but not mandatory

**Hours of Work**

This is a full-time term-time only position.

The hours of work are as follows:

* Term-time (Approx. 35 weeks)
* Total paid hours: Approx 40 hours per week
* Total working hours: 8 hours per day, Monday to Friday including one hour break (unpaid)
* You will be required to have a flexible approach to the hours of work in order to meet the requirements of the role.
* The school’s operational hours are from 8.00am until 6.00pm

**Remuneration**

* Contributory pension scheme (optional)
* Professional development opportunities

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD