TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

At TCH we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

GAP STUDENT
Job Description

We are committed to safeguarding and promote the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

We are looking for dynamic and enthusiastic applicants who want to immerse themselves fully in the life of a thriving Prep School. The role is varied, busy and rewarding. Many of our previous Gaps have gone on to successfully complete their teacher training using their year with us to gain a wealth of practical experience before embarking on a career in education. The salary is commensurate with age and experience.

RESPONSIBILITIES

Teaching Support

1. To arrive by 8.15am each day.
2. To assist teaching staff with any lessons timetabled for Classroom Support, e.g. computing, science, English and maths. To provide administrative support to teaching staff e.g. photocopying and backing of display boards.
3. To attend Morning Assembly at 8.35am, with all teaching staff, ensuring that sufficient chairs are set out for staff and to help Year 8 pupils with the distribution and collection of hymn books. Operate sound system for music before and after Assembly.
4. To listen to less confident children reading.
5. To be available to go off school premises for school trips, residential courses e.g. France, Belgium, Agincourt, Lake District and to attend matches, occasionally outside contracted working hours.

Games and P.E. Duties

1. To assist the Games Staff most afternoons with girls or boys' sports, as appropriate.
   (a) Years 3 and 4 on Tuesdays and Thursdays.
   (b) Years 5 and 6 on Wednesdays and Fridays.
   (c) Years 7 and 8 on Mondays and Wednesdays.

2. To be jointly responsible for groups of children:
   (a) teaching the children skills with the knowledge and support of the games staff.
   (b) helping to organise teams and matches.
   (c) dealing with children who have been injured and ensuring that they receive appropriate care from a qualified first aider.

General Administration Duties

1. Generally to assist all teaching staff with photocopying, printing, laminating, etc.
2. To take responsibility for ensuring that school notice boards are kept tidy and updated, replacing backing and titles when necessary.
3. To use the digital camera and take photographs as required.
4. To check supplies of standard forms and detention cards, and replenish stocks as necessary.
5. To assist the administration team where necessary.

Lost Property

1. To record the contents of the lost property every week. Take out unnamed articles and store, in consultation with Deputy Head.
2. To prepare a list of contents for each form, both named and unnamed and email a list out to the Common Room.

Break, Lunch and After School Duties

1. To assist another member of staff to patrol the playgrounds, lawns and wooded areas.
2. To help with lunchtime or after school sports clubs.
3. To report any incidents of bad behaviour, bullying etc.
4. To deal with any children who have been injured, ensuring that appropriate care is given and that a qualified first aider is seen if necessary.
5. To oversee distribution of milk, biscuits and fruit at morning break and refreshments after school between 4.00 and 4.15 p.m.
6. To register children going into lunch.
7. To assist the duty teacher with after school care until 5.00p.m.

Other Duties

1. To be prepared to offer skills and interests for the benefit of the School e.g. joining the School Orchestra, Choirs, Ensembles etc. or to take part and support with drama productions.
2. To undertake such other duties as the Headmaster may from time-to-time require.

December 2020