

Role Profile: Gap Year Support Assistant

Purpose

Each academic year, Maltman's Green offers a varied and stimulating year of work to individuals who are taking time out after their sixth form studies, before commencing university. The role of Gap Year Support Assistant involves opportunities to develop a breadth of skills in our friendly all girl school environment. The post holder will support teachers and our admin team in the day-to-day operation of the School and in the delivery of our broad academic and extra-curricular programme for pupils from ages 2-11. The role is term-time only, with accommodation available on site if required. We are situated in Gerrards Cross, just a 20-minute train ride from Marylebone, London and the role is 40 hours per week arranged between 8am and 6pm.

Key Accountabilities

- Work with teachers to foster a warm, caring and friendly environment for the children, which maximises their progress academically, socially and emotionally
- Act as a positive role model to pupils and an ambassador for the School at all times
- Under the direction of staff, work with individual children and small groups to support and enrich learning across the curriculum both in the classroom and beyond
- Play an active role in the delivery of the School's extra-curricular programme, including giving support in clubs, squad activities and attending fixtures
- Play an active role in accompanying educational trips, which may be residential
- Under the direction of staff, support in the preparation and development of displays to enhance the school learning environment
- Supervise pupils as required at key points in the day, with due regard for health and safety and statutory requirements
- Complete all related administration tasks and duties required by the school and the role
- Attend staff inset meetings, further education and training in order to meet the requirements of the role, including safeguarding training and paediatric first aid training
- Undertake any other tasks and duties deemed appropriate by the Headmistress and the school, to fulfil the requirements of the role

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to A' level or equivalent• GCSE grade 5 or above in maths and English	<ul style="list-style-type: none">• Awards and achievements beyond the classroom in areas such as sport, music, drama and art
Skills	<ul style="list-style-type: none">• Clear and passionate communicator	

Headmistress, Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
Tel. 01753 883022 Fax. 01753 891237 Email. office@maltmansgreen.com www.maltmansgreen.com

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	<ul style="list-style-type: none"> • Ability to act in a team and on own initiative to get things done • Well organised • Ability to establish a good rapport with children and adults alike 	
Experience		<ul style="list-style-type: none"> • Work (paid or voluntary) with children or young people of different ages in a school or community setting
Other	<ul style="list-style-type: none"> • A strong commitment to the School community and to the personal development of pupils. • Adaptable, flexible • Enthusiasm, energy and willingness to go the extra mile 	

Safeguarding Responsibilities

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

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

Key Relationships

Internal: Pupils, teachers, support staff and parents

External: Local community

Line Manager: Deputy Head Pastoral, Head of Pre-prep

Signed: **Name (print):**

Date:

Headmistress, Mrs Jill Walker BSc Hons, MA Ed, PGCE

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