



## **GAP Assistant**

**Accountable to** Head Master  
**Responsible to** Deputy Head (Pastoral)

### **Aim**

To assist, through supervision and offering activities, in the running of a well-disciplined and happy school, and help in keeping the boys healthy and active, through a busy games programme.

### **Key areas of responsibility and duties**

#### **Standards and principles**

- To work with the Deputy Head (Pastoral), Head of Games, Head of Science and Head of Music and offer support and help as required
- To be familiar with the School's child protection procedures, as outlined in the Staff handbook and to attend the child protection training at Staff inset
- To support the Deputy Head (Pastoral) in the everyday running of the school, as required
- To support the Head of Games in sports clubs, Wednesday and Friday games sessions and pre and after school training sessions, as required
- To support the Head of Music with the setting up of any musical concerts and special events
- To support the Head of Science as lab technician on a daily basis
- To support the Head of Pre-Prep, as required

#### **Communication**

- To liaise with the Deputy Head (Pastoral) and Head of Games regarding individual circumstances, needs, strengths and weaknesses of each boy you work with, or being vocal about any concerns, so that each boy is able to achieve his potential

#### **Pastoral care**

- To follow and support the School's stated policies on rewards and sanctions, anti-bullying and child protection, as outlined in the Staff handbook
- To treat all pupils with equanimity
- To report all pastoral concerns to the Deputy Head (Pastoral)

#### **Welfare, Safety and Discipline**

- To ensure the playground and other outside areas are kept tidy and safe
- To help with the setting up of, and attend, the whole School Mass on a weekly basis
- To support the School's rewards and sanctions policy with the appropriate encouragement and to inform the Deputy Head (Pastoral) and/or Head Master if there are any cases bullying or other types of serious misconduct
- To follow the School's guidelines on professional dress and appearance, as outlined in the Staff handbook
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils
- To be publicly supportive of the School's mission, aims and aspirations and Catholic ethos
- To be on site for working hours, which are 8.00 am – 5.00 pm, Monday – Friday



### **Other**

- To undergo any other training as reasonably required
- To support lessons
- To help with the after-school clubs from 4.00 pm – 5.00 pm daily
- To cover staff duties/accompany games as required
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook
- To perform other tasks which the Head Master, Deputy Head (Pastoral) and Head of Games may reasonably ask