



BURGESS HILL — GIRLS —

Job Description

Job title: Gap Assistant

Reports to: Assistant Head Pastoral & Boarding

Direct reports: House staff

Contacts: Staff and Students across the whole School

Roles and Responsibilities

Gap Assistants are usually girls taking a gap year to gain work experience and travel in Europe before starting University. Although unqualified, they are considered proper members of staff and have access to all the same facilities. They are expected to show leadership qualities, to be a role model to the students and to develop appropriate relationships with both staff and students. Each Gap Assistant's timetable consists of supporting the boarding community first and foremost as well as assisting different departments with their teaching programmes.

We work closely with our Gap Assistants to enable them to gain experience in the areas that they are most interested in, provided that it fits with the needs of the school.

Code of Conduct

As the Gap Assistant role involves working with students over different areas of the school, a general code of conduct is outlined below:

- Assume the role of a member of staff, establishing a professional relationship with staff and pupils and taking on appropriate responsibilities.
- Ensure that all behaviour is appropriate, safe and within school community rules.
- Set an example, as far as appearance is concerned, to the girls modelling exemplary behaviour and standards of dress.
- Have an enthusiastic approach to work and activities and be prepared to learn new skills and get involved fully in school life.
- Be prepared to take initiative.
- Undertake any reasonable duties required by the line manager.
- Report any concerns regarding a student immediately.

Working in the School

At Burgess Hill School for Girls we recognise that no two Gap experiences are the same and as such we design an individual program for each Gap Assistant. Each program involves a significant amount of working within the boarding community as well as a chance for each Gap Assistant's strengths to be developed in school. The Assistant Head pastoral & Boarding contacts each Gap Assistant before arrival to discuss the areas that they would like to work in. The possible tasks are outlined below:

Possible Duties

- Provide classroom support.
- Take part in practical sessions.
- Assist with PE/games sessions and support school teams.
- Organise extra-curricular activities.
- Administrative work.
- Organise equipment for activities or lessons.
- Help supervise students on school trips.
- Assist with school productions and shows.

Working in the Boarding Houses

Responsibilities

- Set an example to the students in dress and conduct.
- Keep to the routines of the house i.e. getting up with the house, being quiet after lights out (hours).
- Adhere to the house and school rules regarding smoking and alcohol.
- Work in a team with the other members of the house staff and to take the initiative in finding ways to help and support them.
- Get to know the boarders and to take an interest in what they do.
- Act as a communication point for the boarders.

Possible Duties and tasks

- Basic administration to support the house staff.
- Supervising prep.
- Supervising meals.
- Assisting in any way that helps the smooth running of boarding life.
- Assisting and supervising the bedtimes of the younger boarders.
- Accompanying boarders to appointments and activities.
- Organise activities for the boarders in the evenings and weekends.
- Supervise groups of boarders on activities with house staff.
- Help with house competitions.
- Being there to listen to and support the boarders.

Gap Assistants are not asked to be fully responsible for the house on their own. There is always a senior member of staff in charge even if she is involved in an activity elsewhere in the school.

Induction / Training

All gap assistants will undertake a comprehensive induction with the Assistant Head covering all aspects of their role, including child protection responsibilities and welfare management.

They will also be expected to take part in any relevant training provided by the school which will include First Aid Training and Safeguarding.

Professional Review and Development

We aim to have regular meetings (at least weekly) with the Gap Assistants, either with the Assistant Head or with the house team, to ensure that all are kept informed and up-to-date on all matters of concern both professionally and personally. As part of the role, the performance of all Gap Assistants is reviewed each term in order to make improvements / changes based both on school and personal needs.

Accommodation

The Gap Assistants live within the Avondale Boarding House. The Gap Assistants have shared accommodation which comprises of a large studio bedroom (with sofa/TV area, fridge/microwave etc.) and a bathroom. Gap Assistants also do regular overnight duties in Silverdale to cover staff time off.

Living in a boarding environment is different to being at home. For child protection reasons, no visitors are allowed during term time. All members of staff who are living in school accommodation need to be aware that they can be seen by students at any time and need to behave appropriately. During term time all Gap Assistants are required to be resident in house except on their day off.

The accommodation is available during term time and half-term holidays throughout the year. The school premises are hired out to external organisations during the Summer holidays and Gap Assistants are required to vacate their room during this period. During the Easter and Christmas holidays it may be necessary for Gap Assistants to vacate the room if the facilities are hired out. Storage is provided for personal belongings. Gap Assistants are expected to keep their rooms tidy and it is cleaned once a week by the Housekeeping Staff.

Working Hours / Time Off

Each Gap Assistant works around 40 hours per week. They have one full 24 hour period off during the week as well as significant time off every other day which is dependent on their schedule. Wherever possible an additional night off is also given. During the school year there are other times when GAP Assistants are off duty:

- Published School Exeat Weekends

Gap Assistants are off duty from 6pm on Friday and to return to boarding by 3.00pm Sunday. (There may be the opportunity at these weekends to escort the boarders to London Victoria on a Friday evening and the return fare will be paid by the school.)

- Half Terms

Gap Assistants are off duty from 6pm and to return to boarding by 3.00pm on the following Sunday.

- Main School Holidays

At the beginning of each term, all school staff are required to be back for INSET days. The dates of these are published in the main school calendar.

Gap Assistants may be required to stay in the house for a day after the end of term, to help with the house close down for the holidays.