

Job Description Gap Student

Hilden Oaks Aims

- *To prepare children for both independent and state secondary education by providing a stimulating and caring learning environment built on a firm foundation of Values based education.*
- *To create a friendly family atmosphere where every child can be safe and happy, developing good manners and respect for others.*
- *To treat every child as an individual and motivate them to reach their full potential, gaining confidence and maturity as they progress.*
- *To employ outstanding teachers who can inspire a lifelong love of learning and promote the highest academic standards.*
- *To involve parents closely in the education of their children and include them in the life of the school.*
- *To provide a benefit to the general public in accordance with our charitable status.*

Hilden Oaks Vision

Our aim is for every child to say that this is the best school they have ever attended, every staff member that it is the best place they have ever worked, and every parent that it is the best choice they have ever made for their child.

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### **Role**

To ensure the effective support of all pupils, helping them to develop both inside and outside the classroom. To support the policies and aims of the School and ensure the good social, emotional and physical development of every child.

To provide hands-on support for prep school pupils, staff and parents. Specific duties include but are not limited to:

- Classroom support – assisting the teacher and providing learning support in small groups, or with individual pupils where required.
- PE and games lesson support – providing coaching support and umpiring/refereeing where required.
- Playground and lunch hall supervision.
- Assisting with extracurricular activities, including pre-school and after care.
- Attending and providing assistance with sporting fixtures (home and away).
- Attending and providing assistance with school excursions.
- Providing classroom-related administrative support to teachers.

Any other duties within the capacity of the post holder as may be reasonably requested by their line manager from time-to-time.

### **General responsibilities**

- The care and supervision of the children with regard to their physical, emotional, social and intellectual needs.
- The welfare of all the children in the School to ensure that they are safe, happy, enjoy school and are integrated to all aspects of school life.
- Offering all children and adults, inclusive and equal opportunities in every aspect of school life.
- Understand and adhere to the School's Safeguarding and Child Protection policies at all times.

- Be sensitive to a child's privacy when dealing with personal and intimate care needs.
- Be aware of the needs of individual children when supervising mealtimes, including dietary and medical issues.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety.
- Maintaining personal standards of appearance and behaviour as determined by the school policies and the Headteacher.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the School's Child Protection Officer or to the Headteacher.