

# SWANBOURNE HOUSE



**Candidate Pack**  
**GAP STUDENT FOR SEPTEMBER**  
**2024**

# GAP STUDENT

## About The Post

Gaps are responsible, under the direction of the Deputy Head, for assisting the academic and pastoral development of the children in the school and to undertake a variety of additional tasks that support the wider marketing and operations of the School. Gaps are not expected to teach children in the formal sense, they will not be placed in charge of any group of children without a full member of staff being present or having established the activity.

We have suitable dedicated Gap accommodation on site, which is available as part of the package due to the hours of the duties which may sometimes need to be worked. This accommodation is shared with other Gaps and it is possible that two Gaps will need to share a bedroom. The accommodation consists of lounge, kitchen/diner and bathroom. The accommodation has Wi-Fi, washing machine, tumble dryer and dish washer. It is expected that the Gaps keep the accommodation in good, clean and tidy order and are respectful of the school rules whilst living on site.

Gaps will at all times be referred to as Mr... and Miss... by the children, be expected to be smartly dressed during the working day in order to ensure that high standards of behaviour and respect by the pupils are maintained.

The Gap is expected to fully immerse themselves in Swanbourne life. The working week includes Saturday mornings assisting on reception, in boarding, and assisting with sporting fixtures against other schools home and away. The Gap is on duty every Sunday during term time; however we have two exeat weekends each term when the boarders leave school and the staff have the weekend off from 1pm Friday until 5pm on Sunday. Every week each gap will have 1 and a half days off. Gaps are expected to attend all INSET days.

## Responsibilities

- Assisting the Duty Staff in supervising play areas and break-time activities. It is expected that Gaps show initiative in the organisation of informal games with children
- Overseeing and helping the serving of snacks at break time
- Acting as classroom assistant in all subject areas
- Assisting with the delivery of games, assisting and providing coaching for specific teams, supervising changing rooms
- Assisting with Educational and Adventure Trips off site during term time
- Undertaking the preparation of teaching resources: photocopying, laminating, display work etc
- Supervising small groups of children in non-teaching situations
- Being aware of any significant pastoral needs of the children
- Assist in the general setting up of and serving at school events
- Be present at the beginning and the end of each term, half-term and exeat for boarders packing, etc
- Organise, set up, supervise and promote end-of-term disco or similar events
- Perform a variety of admin tasks including collating of registration, answering telephones and anything reasonably requested by the office staff
- Supervision of meal times and prep
- Assist Boarding House staff with evening activities
- Assist with morning wake up and breakfast in boarding
- Undertake Matronal duties as part of the wider delivery of the duty of care
- Proactively seeking out opportunities to teach or assist with an activity that reflects one of their talents/ interests



## Requirements:

You will be required to:

- Attend and pass First Aid Training during Inset
- Attend Formal Induction
- Attend and pass Lifeguard Training
- Take note of term time requirements/ dates and plan your return to Swanbourne accordingly
- Be fully committed to School life
- Be energetic, enthusiastic and a hard-working person who sets themselves very high professional and personal standards
- Be a good listener
- Be a person who truly enjoys working alongside with children and is able to win their confidence and inspire them
- Have a good telephone manner
- Able to communicate at an appropriate level with staff, pupils, parents and outside agencies

## The details:

**Start Date:** September 24

**End Date:** July 25 (Term end)

**Hours of Work:** 40 hours per week, 34 weeks per year

Salary: £9,000k + accommodation

All meals are provided in term time however the Gap accommodation has full cooking facilities including toaster and microwave.

## How to Apply:

An application form can be downloaded from our website. [Stowe - Current Vacancies](#)

Alternatively, please contact [recruitment@stowe.co.uk](mailto:recruitment@stowe.co.uk) if you need any help with the application process or call 01280 818005.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background checks.

## SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes 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 post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.