



## **Job Description** **Gap Student**

The Gap Student will help and assist the assigned Staff member/members as highlighted within their weekly timetable.

Particularly with regards to the following:

- a). hearing pupils reading
- b). preparation of the classroom for activities/lessons/specialist lessons
- c). working with children in 1:1 or group situations under the guidance of the class teacher
- d). displaying children's work in a logical and eye-catching manner
- e). photocopying/filing material
- f). playground/lunchtime supervision of pupils
- g). assisting with the supervision of educational outings.
- h). assisting within the Admin dept – filing, photocopying, distributing when requested
- i). general welfare and safety of the children & classroom
- j). along with another staff member, escorting children to swimming and to tennis where timetabled.
- k). to be flexible with their timetabled duties

The Gap Student must be in the classroom/designated area as per their timetable, ready to assist promptly at 8.00am and are dismissed from their duties at 4.30pm (Mon – Friday).

In the event of a staff absence the Gap Student may be required to cover for short periods alongside another staff member, while alternative cover is found.

This list is not comprehensive and the Gap Student should be willing to undertake such duties as required either by the Admin Team or the Senior Management Team.

Mrs Diane Murphy, Senior TA is the designated Gap Student's line manager.

Updated Jan 2018