

KNIGHTON HOUSE SCHOOL

**Job Description for
Gap Assistant
Residential post - Girls' boarding house
Employment Period
September 2021**

Set in 30 acres of glorious Dorset countryside, just outside Bryanston School, Knighton House is a small, vibrant and wonderfully unique co-ed prep school and co-educational nursery and pre-prep. The happy atmosphere emanates from the relaxed nature of the pupils and the overall policy of hard work and fun.

Pupils are prepared for entry at 13+ to a variety of senior schools, but equal importance is placed on activities outside the curriculum and on offering as many opportunities to the children as possible. Accordingly, Knighton House is renowned for its achievement and is highly valued too with an ever broadening range of options.

Small pets and ponies may come to the school with the children provided they are as well behaved as their owners! Riding alternates between lessons in the school, over the cross country course or hacks on the miles of bridle paths around the school.

Flexibility is a key factor in Knighton life and extends to the option of day or boarding life here. Children are welcome for as few as two nights a week, to as many as seven – or none at all – but few can resist the outstanding pastoral care.

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

Summary of the role:

Working at Knighton House School will give students the opportunity to gain experience of living and working in a boarding school environment. We are seeking a confident, Gap Assistant with a well-rounded personality to fulfil the role which will comprise primarily of house duties, assisting in the classroom and working in the Sports department. The applicant will reside in the girls' boarding house.

Applications from Gap Assistants who have played hockey, lacrosse, netball or cricket at a high level, or are experienced runners or swimmers, and have some experience of coaching are particularly welcome.

Responsible to: Head of Boarding, Matrons and Deputy Head

Main Duties and Responsibilities:

The Assistant will be resident in the boarding house and will be on duty in the House on up to 3 evenings per week and for some time on either a Saturday or Sunday during each weekend, including exeats when required.

The main areas of duties are:

Boarding

Key areas:

To liaise closely with the Head of Boarding and Matrons on all matters regarding the welfare of boarders.

To ensure the House runs smoothly.

To be a caring, energetic role model to the children at all times.

Attentive to the children's health, physical welfare and emotional needs.

Take verbal and written messages from parents of boarders and ensure that they are passed on appropriately.

Ensure that all documentation is completed correctly and if in doubt, obtain assistance.

Ensure that any accidents are reported to the Matron.

Getting children up and putting them to bed.

Assisting at mealtimes; supervising free time.

Helping with the laundry and bed-making, name taping etc.

Endeavour to make life for the children outside lessons as much as like home as possible.

Familiarity with the school's policies on Child Protection, Complaints, Bullying, Discipline, Pastoral Care and Restraint.

- **Games** At Knighton House team and individual sports are an important part of the curriculum. In the winter we play netball and hockey, whilst summer sports are rounders, tennis, cricket and athletics. You will be asked to assist teaching staff during games lessons, under their instruction, accompany teams to matches, with a member of staff.
- **Swimming** Pupils have a weekly lesson at at the neighbouring school, Bryanston. Duties include supervising children during transport and changing, but those with appropriate life-saving or coaching qualifications may be more involved at the pool side.
- **The Orchard pre-prep department** Help is often required in the nursery for boys and

girls from age 3 to 7+. This will be helping to move the children around the school, playtime supervision and after school care.

- **Learning Support** A small number of children in the school have special educational needs and you may be asked to give support by hearing them read or giving assistance in classrooms.
- **School Productions** There are Senior and Junior stage productions each year as well as a Pre-prep nativity play. Gap Assistants traditionally help out as stage crew or with make-up and costumes.
- **Trips out of school** Gap Assistants are often asked to assist in accompanying staff in outings away from school. These may be linked to the curriculum during the school day or just fun trips at the weekend. On such trips the safety and behaviour of the children are the responsibility of all adults present, although a member of teaching or boarding staff will always be in overall charge. You will be expected to read the school's policy on educational visits / out of school activities.
- **Extra-Curricular Activities** There are many activities, clubs, societies and cultural pursuits, e.g. Art, Music and Drama), in which the Assistant might become involved. The ability to coach or teach in these areas is an advantage.

General

This is a residential post and the Gap Assistant will be required to sleep overnight in school, at all times during term time. A flexible approach to working is required and you will need to be prepared to 'muck in' and help where needed.

Further details of boarding duties will be found in the Guide for Boarding Staff document which you will be given to read on arrival.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

At all times, work within the School's policies and procedures, ensuring compliance with the School's Health and Safety policy, the School's Child Protection procedures, the Health and Safety at Work Act and National Care Standards.

Training & Development

Gap Assistants will receive training relevant to post.

Hours of work:

In return for contributing to the all-round life of the School, the Gap Assistant will have free accommodation during the period of employment, including heating, lighting and local taxes. School Meals are available during term time (breakfast, lunch and dinner).

You will be working approximately 38 hours each week during term. Weekends are worked on a rota.

An annual salary of £6500 will be paid monthly in arrears.

Fixed term dates of employment:

Fixed term appointment of **1st September 2021 – 7th July 2022**

Gap Assistants are required to be at the School for a minimum of one day before term starts and one day after term ends for inset training and to assist with boarding preparation.