

Gap Student

We are looking for an enthusiastic, pro-active Gap Student to join our friendly team.

You: motivated; versatile; considering a career in education; team-player; keen to learn; can-do attitude; friendly; organised; punctual.

What we offer: valuable experience in an excellent boarding prep school (Reception to Year 8); opportunities for involvement in sport, music and drama; access to experience from our experienced teachers; use of our sports facilities; meals while on duty; long school holidays for seeing the world!

Reporting to	Gap Coordinator & Head of Boarding
Type of position	Full time
Salary	To be decided
Start date	September 2024 – July 2025

About King's College School

King's College School is an Independent Co-educational Day and Boarding Prep School situated in the heart of Cambridge. Founded in 1441, it educates pupils aged 4 to 13, divided into three phases, based on the same campus: Pre-Prep (Reception to Year 2); Juniors (Years 3 and 4); and Seniors (Years 5 to 8).

The school instils a deep commitment to kindness and respect for one another, both within the school community and throughout the world. In turn, this underpins a curiosity for learning and creativity, and provides pupils with opportunities to gain in confidence and courage, and to have resilience to tackle life's challenges both now and in the future. Childhood is precious and pupils are encouraged to treasure it.

King's is a vibrant and exciting place to work. Outside the classroom there are many activities and staff are expected to take an interest in all aspects of School life.

The Role

Gap Students work closely with many different areas of the School including Pre-Prep, Games, Music and the Boarding House. The successful candidate will take an enthusiastic and responsible approach to all duties. Gap Students follow a detailed duty rota which includes, but is not limited to, the following:

Key Responsibilities

- Assisting members of staff with the delivery of lessons or activities throughout the School;
- Providing support to staff and supervision of pupils on educational visits or residential trips; helping with themed learning days on site;
- Monitoring pupils' behaviour and social interactions during breaktimes and lunchtime; encouraging inclusion and managing games to promote fairness;
- Helping the School Office with administrative tasks such as checking the register at the start of each school day, as well as other tasks deemed appropriate;
- Supporting Games staff with Games lessons / fixtures; this may include accompanying sports teams to away matches; and
- Helping supervise the boarders after school, in the evenings and at weekends (by rota); this may include assisting with activities, leading town trips with a small group, sitting with boarders at mealtimes and encouraging good table manners and helping with bedtimes.

In working with pupils, Gap students are also expected:

- To take responsibility for the care and wellbeing of all pupils in their care.
- To know, demonstrate and promote the King's ethos.
- To be sensitive to social relationships between children.
- To be aware of pupils' concerns and be sensitive to these in practice.
- To be proactive in reporting concerns about a pupil either to the appropriate member of staff or through the relevant reporting process.
- To be familiar with all relevant School policies and procedures such as the School's *Safeguarding and Child Protection Policy*, *Policy for Good Discipline* and *Anti-Bullying Policy*.
- To understand and promote the rules and procedures in the Boarding House as detailed in the *Boarding House Staff Handbook*.

Appraisal

- Feedback will be given on a regular basis as arranged with the Gap Coordinator and Head of Boarding.

Staff

- To participate in a weekly meeting with the Gap Coordinator.
- To participate in INSET Days at the beginning of each term, or as otherwise arranged.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline, and by following the necessary rules and regulations when using equipment.
- To communicate to the Gap Coordinator or Head of Boarding, as appropriate, any concerns regarding the general welfare and safety of pupils.
- To be familiar with the School's fire safety procedures and to participate in fire drills.

Safeguarding and Child Protection

- To be familiar with the relevant School policies, as well as KCSIE, and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact the Designated Safeguarding Lead or a member of the Safeguarding Team with any concern about a child at the School.

Person Specification

The person appointed will demonstrate a particular interest in working with children in education. Good oral and written standards will be expected, as well as efficient administrative skills. A sense of humour, the ability to remain calm in challenging situations, and excellent interpersonal skills are all essential. The ability to work as part of a team is crucial.

Essential

- Approachable, committed, enthusiastic, motivated, calm, well-organised.
- Good written and verbal communication skills.
- An ability to take responsibility for activities or special projects.
- Open and responsive to new experiences.
- Willing to work as part of a team.
- Willing to play an active part in the School community.
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities.

Desirable

- Experience in a boarding school environment.
- Particular skills or interest in music, sport, drama or art.

Benefits

The following benefits apply to the Gap Students:

- Meals provided when on duty during term time.
- Generous holiday entitlement.
- Staff health scheme.
- Cycle to Work scheme.
- Use of bookable School sports' facilities.

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Prevent;
- Health and Safety at Work;
- Basic GDPR;
- Fire Awareness;
- Manual handling; and
- Induction to Boarding.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a Medical Questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the following documents by 5pm on Friday 19 April 2024:

- **Application form**
- **Reference consent form**

Please submit your application to: Katie Randle, Gap Coordinator, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk.

March 2024