



Boarding Gap Tutor JOB DESCRIPTION

Role

The Boarding Gap Tutor is a role which combines pastoral care in both the boarding and day school and provides greater depth of staffing for key school activities and lessons.

The Boarding Gap Tutors quickly become an integral part of the School family. Their role is to support the children, assist the duty staff in appropriate ways and, wherever possible, to bring their strengths and interests to the fore, to the benefit of the community as a whole. They are regarded as members of staff and so the usual professional standards are expected of them at all times.

Boarding Gap Tutors joining the Junior School for one year are expected to involve themselves fully in all areas of school life, both during the day in school/classroom situations, and in the evenings in the boarding house.

Duties

Daytime expectations include all of the following:

1. working in the classroom as a Teacher's Assistant;
2. assisting the member of staff on duty at lunchtimes and break times with indoor/outdoor supervision of play areas;
3. assisting with the Games programme: supervising and tidying the changing rooms, coaching small groups, and accompanying school teams to matches under the direction of the member of staff in charge.
4. helping with Prep, clubs and activities.

Boarding House expectations include assisting the Boarding Housemother in the evenings and at weekends with the following:

1. accompanying Boarders to breakfast and supper and supervising meal-times;
2. supervising Prep and helping Boarders with their homework;
3. organising evening/weekend activities for the Boarders;
4. helping at bedtimes, supervising showers, reading stories, etc.

Dress Code

1. When working in school during a normal day the dress code is 'smart casual', e.g. shirt and trousers/skirt (*not* jeans).
2. There will be few special evening events during the year when you will need to 'dress up'.
3. For Games/PE you will need to wear tracksuit, trainers, etc. You will be supplied a school tracksuit.
4. In the evenings and at weekends (i.e. when on boarding duty) you may wear casual clothes – jeans are fine.

Boarding Gap Tutors are regarded as members of staff and so the usual professional standards are expected of them at all times.

Meals

All meals are provided during term-time. There are several shops within walking distance of school and you will have access to limited cooking facilities.



Hours of Work

You will be expected to work 40 hours per week which will be divided between time in school and time in boarding. In the evening you will be off duty at 8.30pm and you are to return to the boarding house at 11pm for the nights when you are not on duty but on call. The exception to this is the alternate weekends that you are off duty and the night in the week that you are off duty.

Accommodation

This is a residential role and accommodation is provided free of rent, rates and other charges – this does not, of course, extend to any income tax or personal tax which may be levied from time to time under National legislation. The insurance of your personal belongings and chattels in the property will be a matter for you to take care of.

Fixed Term Contract

The role is a fixed term contract for one academic year, term time only. The successful candidate will work 40 hours per week Monday to Friday, with weekend duties on a rota basis. Overnight duties will be set on a 'on call' basis where you are required to be in the boarding house four or five nights a week depending on the rota.