



**OPERATIONAL STAFF**

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Junior School GAP Assistant

**Reporting To:** Head of Junior School

**A. JOB DESCRIPTION**

**Job Purpose:**

To assist the Head of the Junior School in the efficient running of the Junior School.

**Core Duties:**

- Assisting at all Junior swimming, PE and Games sessions as directed by the member of staff in charge of Junior PE and Games or the member of the PE staff in charge of Swimming.
- Accompanying the boys on away Games fixtures if required by the member or members of staff running the teams.
- Accompanying staff and boys on outings and expeditions within the school day and on trips to the College Field Centre in Wales.
- Assisting with all classroom academic activities under the supervision of the Form Tutors. Hearing boys read and discussing their books with them will be an important part of the job.
- Assisting the staff with Art and Design Technology as required within the classrooms and the Art School and the use of IT skills.
- Being outside in the playground during break and lunchtime play observing and assisting the members of staff and the teaching assistant.

**B. OUTLINE TERMS AND CONDITIONS**

**Salary Scale:** The rate of pay will be £7.17 per hour.

**Working Year/Hours:** 37.5 hours per week working term time only. Normal working hours are 8.15am to 4.15pm Monday to Friday (with half an hour unpaid lunch break).

**No. of Days Holiday:** A pro rata of the 20 days per annum will be allocated and added to your pay.

**Benefits:** Membership of the Dulwich College Sports Club. A free meal is available at lunchtime in the College dining hall on weekdays.

**References:** The appointment is subject to receipt of references satisfactory to the College.

**Police Clearance:** The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Criminal Records Bureau.

**Period of Employment (if applicable):** Fixed Term (Summer Term 2012)

**Start Date:** 23 April 2012