

# Gap Students 2021-22

## Job Description & Person Specification

### The Appointment

We are now recruiting for full-time Gap Students for the academic year 2021-22. Successful candidates will have the opportunity to work within several areas of the School, including the PE & Games Department, Music, Drama, Art and DT Departments, and the Pre-Prep. This is a term-time only position from the start of the Autumn Term 2021 until the end of the Summer Term 2022.

The specific points below are not a comprehensive statement of procedures and tasks but set out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### General Duties

- To assist Head of Departments with their daily routine and teaching
- To assist any Teacher, Teaching Assistant or other member of staff when required
- To assist with Extra-Curricular Activities each week after school
- To assist with the supervision of boys at break time
- To listen to boys read individually or in groups as part of their guided-reading programme
- To accompany educational trips and visits (both day and residential)

### PE & Games Department Duties

- To ensure that all sports and other equipment is well-maintained and storage areas are kept tidy and accessible
- To set up the pitches on match days, and to put out water bottles and balls for home and away teams
- To assist Pre-Prep during their weekly Swimming lesson

### Personal Qualities

- Candidates should be enthusiastic, approachable, have a 'can do' attitude and a sense of humour
- Candidates must be willing to assist in making learning enjoyable
- Candidates will be expected to encourage an atmosphere of mutual respect when dealing with boys, staff and parents
- Candidates should have excellent communication skills – with children and adults alike
- Candidates must be able to work as part of the school's team
- Candidates should be able to use initiative, take responsibility and enjoy working with young people
- Candidates should have good computer skills
- The ability to play a musical instrument would be an advantage

### Benefits

- Davenies branded uniform / games kit
- Complementary school lunches and refreshments





## How to Apply

To apply for this position, please submit a Davenies' Support Staff Application Form with a cover letter for the attention of the Deputy Head, Mr Roland Cooke, via email: [admin@davenies.co.uk](mailto:admin@davenies.co.uk) or by post.

Short-listed candidates will be invited to spend a day at school shadowing the current Gap Students and meeting with other relevant members of staff, and will also have an interview with the Deputy Head and the HR Officer.

## Safeguarding

Child Protection is always a top priority at Davenies. Davenies is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people whilst offering a supportive working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Child protection screening applies to all staff appointments within the school, including Enhanced DBS Certificate, Barred Lists check, and checks against the Teacher and Management Prohibition Lists. For further information, please read the School's *Child Protection Policy and Recruitment Policy and Procedure* which are available on the School's [website](#).

**DAVENIES**   
Day Preparatory School for boys aged 4 to 13 years

Station Road  
Beaconsfield  
Bucks HP9 1AA  
[www.davenies.co.uk](http://www.davenies.co.uk)