

UCS Junior Branch
11 Holly Hill, Hampstead, NW3 6QN



GAP ASSISTANT JOB DESCRIPTION

Work location: JUNIOR BRANCH

Co-Ordinators: **Dominic Edwards (Deputy Head Pastoral),
Donna Campbell (JB Office)
and Andrew Walliker (Director of Sport)**

The Gap Assistant role at UCS JB can include either office work or work with pupils or a mix of both.

OFFICE ROLE OUTLINE:

- Providing administrative support for office staff as needed;
- Using SIMS to manage pupil registration;
- Telephone – answering, transferring calls, taking messages and dealing with answerphone messages in a timely manner;
- Acting as runner to classrooms as and when required;
- Managing door and gate entry to the school maintaining security;
- Receiving visitors and ensuring they sign in and have the correct identification;
- Dealing with deliveries and packages and informing staff;
- Sorting and distributing post;
- Assisting with boys and parents when they come to the office;
- Carrying out general office duties such as filing, post, emailing staff.

TEACHING ROLE OUTLINE:

Gap assistants in the Junior Branch work under the direction of the Deputy Head (Pastoral) and the Director of Sport to assist teaching staff in the classroom, in PE, Games and ICT lessons and with a variety of administrative tasks. You will be given some basic Safeguarding training and expected to pay careful attention to Safeguarding issues at all times. These are some of the typical tasks undertaken by Junior Branch Gap assistants:

TYPICAL TASKS:

- Assisting teachers (particularly Year 3 teachers) in the classroom by providing additional support with maths and reading to individual children.
- Listening to and assisting younger children with reading.
- Helping with the provision of PE and Games. This may include taking small groups of children and supervising a game or drill with them. It will include helping teaching staff to supervise changing rooms and to escort pupils safely to and from the Senior School.
- Assisting with the teaching of ICT by helping individual learners.
- Helping with at least one after-school clubs per week (1545-1645).
- Helping to escort groups of pupils to different areas of the Foundation.
- Assisting the JB Office with filing and other admin work.
- Going on and assisting with school trips.
- Helping with classroom and corridor display and backing notice boards around the Junior School.
- Assisting teaching staff with the storage of textbooks and departmental materials.
- Other project work or tasks as directed by the Deputy Head (Pastoral).
- Going on and helping with sports fixtures (exceptionally, with Saturday morning fixtures).

DESIRED SKILLS/ABILITIES/INTERESTS:

- A warm personality and a sensitivity to the needs and concerns of young children.
- A willingness to engage in a variety of tasks per day, to be flexible in approach and to switch quickly between tasks.
- An awareness of basic Safeguarding issues and an understanding of how strenuously the School adheres to Child Protection best practice.
- Enthusiasm for learning and/or sport, music, art, drama.
- Good communication and computer skills.

**For more information about this role please contact Dominic Edwards @
dominic.edwards@ucs.org.uk**