

ST PAUL'S CATHEDRAL SCHOOL

Role Description: Gap Assistant (part time, fixed term)

Safeguarding:

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

Context:

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended term programme, enabling them to play a central role in Cathedral worship at Christmas and Easter.

Until September 2023, all Choristers were boys; we have recruited our first girl Choristers who are currently Day Pupils. From September 2025 girl Choristers will take up boarding places, following a major refurbishment of what is now staff accommodation and will become a second boarding house. By September 2025, our co-educational boarding (Year 3 to Year 8) will have the capacity for 60 students.

Role Purpose:

For one day a week the Gap Assistant will support the form tutor and teachers in providing a positive, safe and productive environment for pupils – both in and outside of lessons.

The role will include:

- Under the guidance of the form or class teacher, taking responsibility for small groups of pupils within a class, supervising their activities and keeping them on task.
- Under the guidance of the Deputy Head Academic, supporting the staff team with duties and cover responsibilities at break and lunchtimes.
- Accompanying staff and pupils during activities on and off site, including trips.
- Participating in meetings as required.

- Undertaking training as required.
- Attending assemblies and other school events and assisting as required e.g.: taking registers, supervising pupils and helping to ensure the resources required are available.
- Other duties as are reasonably requested by the Head

This role is currently required for one day a week (Tuesdays) in the first instance, and for a minimum of two terms (until July 2025). This may be reviewed according to need at any time.