



## Job Description

### Graduate Gap Assistant

#### Fulham School (Pre-Prep)

<b>Line Manager/Reporting into:</b>	Senior Teaching Assistant
<b>Full Time/Part Time:</b>	Full Time, Term Time only
<b>Fixed Term Contract Length:</b>	Fixed-term, 1 year
<b>Closing Date for Applications:</b>	9am on Monday 13 June 2022
<b>Start Date:</b>	September 2022

**Fulham School** are seeking to appoint a **Graduate Gap Assistant** to join us in September 2022 on a **fixed-term contract**.

#### OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham, and we are excited to be extending our school to include a new sixth form opening this September.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

## “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

## WHY APPLY

### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

## HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact [vacancies@fulham.school](mailto:vacancies@fulham.school)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

## ROLE SUMMARY & JOB PURPOSE

To assist and support the teaching staff in the supervision and management of pupils throughout the academic year. The successful applicant will work closely with the Teaching Assistants and Administration team.

## ROLE RESPONSIBILITIES

### General Administrative Support

- Supporting senior staff and Admin members with administrative tasks
- Help prepare for lessons and events for timetabled classes
- Assist where needed in registration and dismissal procedures
- Assist in the assembly and maintenance of display boards in corridors and classrooms
- Assist in preparing for assemblies, Class Assemblies, productions and Carol Concerts
- Assist with data entry or analysis where asked

### Learning Support

- Support literacy and numeracy skills with small groups or general class support
- At times the Gap Assistant may be asked to give one-to-one help in a class
- When asked, help to mark or score pupils' work
- Taking initiative in the classroom to support the children's needs as best as possible
- Taking initiative to support the teacher in lesson delivery and classroom organisation/resources
- Support specialist teaching staff in the preparation of resources/children's books (Science & Art)

### Sports Department

- Support Head of Games in setting out equipment for sports/PE sessions
- Play an active role in supporting teaching staff in the delivery of sports/PE sessions
- Escort pupils on school; transport to swimming lessons at local pools, where timetabled
- Assist with registration on sports/PE afternoons
- Help to ensure correct medical kits are taken when off site
- Attend during school hours, off site sports fixtures
- If able, help to referee during fixtures against other schools
- At all times support staff, encourage good behaviour for pupils and adhere to FS Good Behaviour Policy

### Playground Responsibilities

- Supervise various playtimes, remaining vigilant to ensure all pupils are happy and safe
- If children are on their own encourage them to play with others and inform their Class Teacher
- If any child sustains an injury, ensure they see the Primary First Aider
- Report any poor/unacceptable behaviour to the Class Teacher of said child and to the Assistant Head
- Assist with wet breaks – indoor supervision in classrooms or hall
- Supervise the children lining up at the end of break
- When required, supervise lunchtime in the dining room, ensuring each child has a complete and nutritious meal

### General Responsibilities

- Always uphold Fulham School's Child Protection and Safeguarding Policy
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Adhere to all school policies and procedures
- Maintain positive, courteous relations with pupils, parents and colleagues
- Attend INSET days and staff briefings as required
- Any other reasonable project or duty assigned by your Line Manager or Headteacher

**WHAT WE'RE LOOKING FOR**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills and previous experience</b>	<ul style="list-style-type: none"> <li>• Confidence with use of ICT in teaching</li> <li>• Excellent interpersonal skills; ability to work both collaboratively and independently</li> <li>• Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school environment</li> </ul>
<b>Qualifications and Accreditations</b>	<ul style="list-style-type: none"> <li>• Educated to A-Level standard or equivalent</li> <li>• Appropriate right to work</li> </ul>	
<b>Personal Competencies and Attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm, energy and a positive and flexible approach</li> <li>• To act as a positive role model to young people</li> <li>• Sets a high standard in personal behaviour, manners and appearance</li> <li>• Readiness to engage wholeheartedly in the extracurricular and wider life of the school</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Demonstrable commitment to the safeguarding of students and child protection</li> <li>• Demonstrable commitment to equal opportunities</li> <li>• Commitment to the School's ethos, aims and whole community</li> </ul>	