



JOB DESCRIPTION – GAP STUDENT

THE SCHOOL

Stormont School is an independent liberal arts Prep school located in Potters Bar, Hertfordshire for girls aged 4-11 years. We pride ourselves on educating girls to excel to the best of their abilities, and to be happy, confident and ambitious!

We promote activity and healthy eating and staff are alert to the girls' social and emotional health as well as their physical wellbeing. Encouraging spiritual, morel, social and cultural themes are ever-present through assemblies, PSHE lessons and across the wider curriculum and through our co-curricular programme. We pride ourselves on providing outstanding pastoral care and fostering a place where girls will be happy, successful and thrive across the curriculum.

Girls are prepared for many of the best senior day and boarding schools in Hertfordshire and London reflecting the high quality of teaching and learning and the opportunities the girls have to flourish. The school has approximately 110 girls and 30 staff.

ST ALBANS EDUCATION GROUP

Since 2024 Stormont School been part of the St Albans Education Group

At St Albans Education Group we believe that excellent education is the bedrock of pupils' future success and happiness. Our schools lead the sector in providing progressive, outstanding education for our learners. As a charity, every surplus penny is reinvested in our schools and the outcomes of our pupils.

Our flagship school, St Albans High School, is one of the country's top independent girls' schools. Many Stormont girls progress to STAHS, benefiting from assessment-free entry when their academic profile fits its entry criteria. STAHS and Stormont share a wholehearted commitment to providing an exceptional and progressive education for girls. We deliver outstanding academic programmes designed specifically to prepare young women to leave school with the intellectual and personal self-confidence to pursue their ambitions without limitation. STAHS and Stormont girls benefit enormously from an education unconstrained by preconceived stereotypes and gender biases, so they are ready to overcome barriers and take on the world as confident young women.

Job Title: Gap Student

Responsible to: Deputy Head

Overall purpose of the role

The Gap Student will assist with the PE and games across various sports, assist with weekly swimming, help facilitate extracurricular sports clubs and fixtures as well as providing general support to teachers and girls across the school.

Role will include but not be limited to the following duties:



Responsibilities

General

- Support PE and Games lessons across a variety of sports
- Hearing pupils read (daily)
- Photocopying / preparing resources
- Supporting staff with displays
- Minor admin work (filing, data input)
- Play and lunchtime duties
- Supporting drop off and collecting at the start / end of each day
- Supporting with swimming
- Help facilitate extra-curricular sports club and fixtures
- Supporting with after school wrap around care on occasion (paid in addition to the salary)

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

Person Specification

Attributes	<ul style="list-style-type: none">• Coaching experience in sports is advantageous but not essential• A passion for sport• A passion for working with children at a primary school level• An interest in working with children or in education• Ability to play a full role as part of a wider team• Flexibility in approach to people and working arrangements
Skills and Knowledge	<ul style="list-style-type: none">• Effective organisational skills with the ability to meet deadlines• Good interpersonal and communication skills• Confident use of ICT• Ability to build positive relationships with colleagues• Ability to motivate and effectively manage students in large groups and individually• Ability to work independently and as part of a team• Effective time management• Patience and good humour• Attains and maintains appropriate skills and professional knowledge/accreditations required for the role• Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery• Ability to Identify common problems or weaknesses in policy, procedure or protocol that affects service, and escalates these or puts in place solutions• Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities



Personal Qualities	<ul style="list-style-type: none">• Warm, welcoming, and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the Stormont community.• Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situation or priorities• Team worker, appreciates contribution of colleagues• Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard• Willing to take on extra responsibility/use initiative to overcome obstacles and ensure timely delivery of service
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.• Ability to form and maintain appropriate relationships and personal boundaries with children• Contribute positively to the overall ethos, objectives and aims of the School
Health and Safety	<ul style="list-style-type: none">• Support Health and Safety training initiatives and to actively participate in training