



## Gap Student

### Overview of Epsom College

Epsom College is on an exciting trajectory with academic performance notably advancing in recent years; the Senior Leadership Team shortlisted in the Outstanding SLT category of the 2019 TES Awards, recognised as runner-up as Best School for All-Rounders (2017), Best School for Co-Curricular Activities (2018) and Best School for CCF (2019) in The Week Independent School Guide. A sister school opened in Malaysia, a Lower School opened in September 2016 and a plethora of dynamic new Heads of Departments and senior teachers have been appointed since 2012 under the Headship of Jay Piggot.

The ISI Inspection report in February 2019 adjudged the College to be excellent in all areas, with no recommendations for improvement. The report observed that pupils 'demonstrate commitment to excellence in all areas of learning; do not settle for mediocrity and express confidence in the culture of the school that inspires them to be the best they can be.' Similarly, the recent 2019 'Good Schools Guide' concludes 'You feel you are part of a school that's really going places. Led with real vision, this school offers an exciting learning environment within an extensive, top-notch campus and the students are among the most inquisitive and delightful we've come across.'

The College offers an outstanding all-round education built, in part, upon an appreciation that activity beyond the classroom enhances our pupils and their relations with staff, and that passion and commitment can transform pupils and prepare them for the richest possible lives as adults.

### The Role of Gap Student

The role of a Gap Student in the school involves a substantial commitment. Certain duties and hours are indicated, but inevitably the job will be one of involvement in many aspects of school life. The role is ideal for a person with a mature outlook, an ability to organise and a genuine interest in education.

The tenure of the role can be for two terms (January to July) or one year, starting at the beginning of the Lent Term in January and lasting until the end of the Michaelmas Term, in the December of the same calendar year.

### Main Duties and Responsibilities

A Gap Student duties are manifold, but primarily in the areas of whole school ambassadorial commitments, co-curricular assistance and admin commitments. Gap students are visible and major members of the College community and will engage with pupils and colleagues as a member of staff would. The Assistant Head (Total Curriculum) is responsible for the Gap student, and will ensure that their contribution in these important areas is reasonable and fair.

For co-curricular duties on the games side a Gap Student would be under the direction of the Director of Sport and Head of Activities. He/she would help with games coaching, taking junior teams. This would mean involvement on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday.

For co-curricular duties in other areas - CCF, Duke of Edinburgh's Award Scheme and other interests - a Gap Student would be under the direction of the Assistant Head Total Curriculum and the Head of Activities. He/she would be expected to provide assistance during activity times, which occur throughout the week. Life guarding duties will also be expected, and full training will be given in the first few weeks in January.

For class commitments a Gap student would be under the direction of the Assistant Head - Teaching Staff. He/she may be assigned to help teachers in certain subjects in which they have an interest, and to offer administrative help when required. Gap Students would be invited to join any trips or excursions from the school as appropriate.

Invigilation of examinations may form a part of the Gap Student's workload at certain times of the year and training will be given.

School hours are from 8.20 a.m. on Monday to Saturday, with the finish time depending on the day, but normally 6.30 p.m. Gap Students will find that they have periods in the day when they are not committed to an activity and can take breaks, but afternoons will always be a busy time for them. There may be evening and weekend duties during term time, and these will be as directed by the Second Master and Assistant Head Total Curriculum. The Gap Student will not be expected to be in school for the majority of the school holidays.

We would ask all Gap Students to attend INSET (staff training) sessions before the beginning of the Lent and Michaelmas terms, and also to help with occasional holiday activities such as DofE expeditions and pre-season sport training.

## **Person Specification**

### **Essential Criteria**

- Demonstrate an enjoyment of working with children;
- Be educated to A Level or equivalent;
- Played sport to a high level and/or coached/refereed sport teams, with experience in one (or more) of the following sports: rugby, hockey, netball, soccer, cricket;
- Demonstrate efficiency and a sense of humour, with a proven ability to remain calm and professional at all times;
- Provide evidence of flexibility, adaptability and a willingness to undertake a range of tasks and commitments, with proven administrative skills and a good IT literacy;
- Demonstrate good written and verbal communication skills, and be able to work either as part of a team or independently;
- Display an ability to use initiative and take responsibility;
- Demonstrate professionalism and behave and act as a member of staff when working with children and maintain an appropriate distance;
- Demonstrate good communication and listening skills and be able to build relationships with pupils and staff;
- Be flexible and adaptable.

### **Desirable Criteria**

- Skills, supported by demonstrable experience, in the supervision and care of children, either individually or in groups;
- Recognised First Aid or Life Saving Qualification.

In order to arrive at a decision, the selection panel may enhance any of the desirable criteria.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.**

### **Terms and Conditions**

- **Salary:** a competitive salary offered along with accommodation.
- **Accommodation:** Furnished, shared accommodation will be offered, free of rent and other bills. Gap Student may remain resident during the school half term holiday, though food is not always provided by the school at these times.
- **Hours:** Full time, in line with the school timetable needs, Monday to Saturday during term time. In addition, there will be some evening/weekend work attending organised events, activities and matches.
- **Meals:** All meals will be available free of charge during term time in the school Dining Room.
- **Holidays:** The Gap Student would not be required to work during Epsom College school holidays and an allowance has been included in the annual/weekly salary above.
- **Pension:** There is an automatic enrolment into the Epsom College Automatic Enrolment Scheme for employees who are eligible. The Scheme is administered by the Pensions Trust. The Employee will be required to contribute a minimum of 5% of salary and the College will contribute 4% in compliance with current legislation. Eligible employees may opt out of the scheme if they wish.
- **Life Assurance:** Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary subject to scheme rules.
- **Offer of Post:** The post will be offered subject to receipt of written references, pre placement medical assessment, appropriate qualifications, Enhanced Disclosure from the Disclosure and Barring Service all satisfactory to Epsom College, as well as confirmation that the successful candidate is able to work in the UK. If the successful candidate has lived overseas in the last five years he/she will be required to provide an overseas police check for the relevant country and period of time.
- Free use of school gym and swimming pool are available to staff at certain times.
- The College is a non-smoking environment.

### **Other Useful Information**

- **Clothing:** Gap Student should have clothing suitable for all weathers, both smart business attire (e.g. a suit/jacket and tailored trousers/skirt for ambassadorial duties) and sports kit (provided by the College) for other times of the day.
- **Medical:** During term time the Gap Student is able to consult the College Doctor or Nurse on site at no charge but we would strongly advise overseas gap students to take out medical insurance to cover unforeseen illness or injury.
- **Visa and Immigration Requirements for overseas students:** Overseas applicants will either need to hold a passport that would allow them to work in the UK, or to apply for sponsorship under the Youth Mobility Scheme Visa – see <https://www.gov.uk/youth-mobility>.
- **Personal belongings:** These are the responsibility of the owner, who should have adequate insurance against fire, theft and damage. The school's insurance does not ordinarily cover a Gap Student belongings.