

JOB DESCRIPTION: GAP STUDENT

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To support the work of our existing teaching staff, particularly but not exclusively within the areas of Physical Education and Games
Responsible to:	The Headmaster, through the Head of Boarding and Assistant Director of Sport.
Responsible for:	N/A
Hours of work:	Full-time, Monday to Saturday. The post is term time only, to include INSET days in line with School procedures
Commencement Date:	September 2026 through until early July 2027 (although a shorter contract would be considered)
Notice Period:	One full School term

Overview

To support the work of our existing teaching staff, particularly but not exclusively within the areas of Physical Education and Games. The position is a fixed term contract for one academic year (September to early July). The post will appeal to a school leaver looking to undertake a Gap year who is passionate about Physical Education and Sport, and would enjoy passing this on to our children, along with an enthusiasm for assisting with all other areas of the curriculum. This is a residential post with accommodation at the School provided.

Key Tasks

- 1) To support the work of our existing teaching staff, particularly but not exclusively within the teaching and coaching of PE and Games from Monday to Saturday (inclusive) as detailed by the Director of Sport. Assisting across other areas of the School, as required, and in line with particular personal interests and attributes, *i.e.* Music, Drama *etc.*
- 2) To take responsibility, alongside senior members of staff, for the coaching of a team/teams in each of the three terms.
- 3) To provide administrative support to the Director of Sport, and other departments, as required.

- 4) To support the termly afternoon Clubs and evening Activities programmes across the School, particularly those that are sport-based.
- 5) To provide additional support and supervision for staff undertaking school trips or organising school-based activities.
- 6) To offer additional support to the school office as and when it may be required.
- 7) Outside of sport, and should it be necessary, to assist in the support of children who may require additional help in their classes, both in Pre-Prep and Prep.
- 8) To carry out minor duties in support of staff on major duty, as detailed by the Deputy Head.
- 9) To support the work of all those connected with the boarding house and to strengthen further the strong system of pastoral care within it. This includes taking a full and active role in the boarding residential team, undertaking evening duties in the boarding house and morning wake-up duties.
- 10) All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

Knowledge, Skills and Experience Required

Essential

- A clear passion for Sport, and a desire to share this passion when coaching.
- A strong playing ability, knowledge and understanding within at least one of the major games.
- The ability to communicate effectively.
- The ability to work under one's own initiative.
- Enthusiasm, energy, commitment and a professional and positive demeanour.
- A flexible approach to the role, understanding the need to take on alternative roles as and when required.

Desirable

- Musical talent with the ability to play a musical instrument to a high level.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.