



Wychwood School

JOB DESCRIPTION

September to July Gap Assistant Placement

Name of Placement	Wychwood School
Address	74 Banbury Road, Oxford
Post Code	OX2 6JR
Telephone Number	01865 557976
Fax Number	01865 556806
E-mail	reception@wychwoodschoo.org
Website	www.wychwoodschoo.org
Public Liability covers GAP students	Yes
Head	Mrs Andrea Johnson
Person responsible for GAPs	Mrs Lesley Henk l.henk@wychwoodschoo.org
Start Date	Monday 2 nd September 2019
Finish Date	Friday 5 th July 2020
Location of Host Organisation	Small school site, close to Oxford city centre
googlemaps uk	Go to search and enter postcode to locate placement. Post code = OX2 6JR
Transport Links	10 minute walk to Oxford Town Centre Frequent buses if wanted £2.80p return Coach station, two train stations and tiny airport
Local Amenities	10 minutes' walk to all amenities
Nearest Bank	Summertown or Oxford city centre
Access to Internet / Email	On site and free
Subsistence	Subsistence allowance is paid into a local bank account over 11 months from September to July

Description of Host Organisation

Wychwood is a small, academically strong and pastorally outstanding day and boarding independent school for girls founded in 1897 in the centre of North Oxford. Girls take GCSE, IGSCE, AS and A2 Levels, and the EPQ qualification. Public examination invigilation is undertaken by external invigilators. GAP assistants may choose to do some of this work in their time off-duty to earn extra money. There are approximately 120 pupils aged between 11-18 years old and around 35 of the pupils are boarders. Wychwood School operates a non-smoking policy.

GAP Student Duties:

General duties involve

- Office work such as filing, preparing mailings answering the telephone etc. (students will be encouraged to take ownership of a project).
- Helping with some lessons – girls should be willing to "join in" and help less able pupils with PE or academic work, for example.
- Meal setting up and clearing away/washing up with pupils.
- Supervising prep.
- Take pupils to medical appointments.
- Covering staff room out of school hours.

- Spending time with boarders socially in the evenings.
- Locking up in the evenings.
- Helping to set up and clear away the school hall for school events, parents' evenings and similar activities.
- Accompanying trips and outings.
- Organising, planning and running activity clubs.

For volunteers with specific skills and interests in areas such as **PE/sport, Drama, Music, Art** or **Languages** there will be plenty of opportunity to take an active role in that department, both as assistant to the member of staff and in running after school and weekend activities.

All GAPs will be expected to assist in the school office doing a variety of jobs and to take responsibility for the quality of their work.

There will be opportunities to accompany girls on extra-curricular activities and trips, including theatres, cinema, art galleries, Duke of Edinburgh expeditions etc. These will be on weekends where the GAP assistant is not on duty in the school and do not qualify for time off in lieu as the experiences are worthwhile in themselves.

There are occasions girls need to be escorted to London on a Friday evening and back to Oxford on a Sunday evening and GAPs who are not on duty may be requested to do this. All travel expenses will be paid giving the GAP the opportunity of a weekend in London without having to pay for transport.

GAPs will be sent the school handbook by email.

Personal Qualities required:

The GAP assistant will be expected to:

- be a good team player, flexible and considerate of others;
- have a good work ethic;
- be in possession of a well-developed sense of humour;
- be respectful of and acknowledge the Christian ethos and heritage of the school;
- be committed to the academic and pastoral ethos of the school;
- be committed to upholding all Health and Safety regulations in force.

This placement would suit:

- Someone who likes being part of a small community with plenty of hands-on involvement.
- Someone who likes to live in a vibrant city, with plenty of sport, culture and shopping. There is easy access to Oxford city centre on foot.
- Someone who likes to travel, as Oxford is as near the centre of the UK as it is possible to be. There is easy transport access to London, Scotland, Wales, Ireland and Europe.
- Someone with strong interests in extra-curricular activities - PE / Drama / Music / Art / Languages.

Working hours and notice period:

- Shift work for an average of 6 hours per day and part of one weekend in three (until 10.00pm each night).
- Some weekends accompanying school trips when not on duty in school
- On one regular night per week and one Monday in three GAPs will work until 10pm..
- GAPs have one full day off each week (Tues, Weds or Thurs).
- There is always scope for negotiating swaps in time off as long as the relevant senior staff are consulted.
- Four weeks' notice must be given by either side except in cases of gross misconduct. The school reserves the right to pay wages in lieu of notice.

Accommodation

Single room within the boarding house; each with own bathroom and TV. Accommodation available during half term and holidays, except during Christmas holidays prior to employment. GAP assistants are welcome to ask permission from the senior housemistress and head to have visitors to stay. This may not always be granted depending on the visitors concerned. Permission must be sought in plenty of time for the relevant risk assessments to be prepared.

Meal Arrangements

Full board is available to GAPs when school is open.

Payment

The annual subsistence allowance is paid over 11 months starting in September and ending in June. The subsistence allowance is payable for the working weeks that a gap student does over the year which is between 33 and 36 weeks depending on the term dates that year.

Holidays

School holidays and half terms, apart from two days before the beginning of term when GAP assistants should be in school. GAPS work the exeat weekends in rotation. The school reserves the right to ask GAP assistants to remain in school for two days after the end of each full term if the administration and boarding duties are not completed by the end of term.

What to wear for work

Smart office attire when in the office; sports kit if assisting the Director of Sport; a smart outfit and shoes for formal or special occasions.

Safeguarding

It is the statutory duty of all staff in independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care.

Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). At Wychwood we are aware that pupils may suffer a wide variety of forms of abuse either at home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which staff are required to familiarise themselves with on arrival and to refresh their knowledge regularly thereafter. The school and all its staff follows the DfE statutory guidance given in *Keeping Children Safe in Education* of September 2016

We make every attempt to ensure that this description is as accurate as possible however circumstances, needs and staff may change. Please be flexible and co-operate with the school to make sure that both you and they get the most benefit from your own personal skills and strengths.