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EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Gap Tutor Role

at Exeter Cathedral School

The role of the Gap Tutor is a varied and exciting one. You will be an integral part of our staff team and will contribute widely across many areas of school life. We want your time with us to be rewarding and stimulating, and we will expect you to throw yourself into what the school offers its staff and pupils. Above all, we want you to have fun and develop as a professional in our happy, purposeful and dynamic school.

Job Title: Gap Tutor

Reporting to: the Head, through the Deputy Heads, with day-to-day accountability to the Boarding Housemaster

Post: the post may be available for one term or for the full academic year (ending Friday 7 July 2023)

Terms of service: this is a salaried post with single accommodation provided (term time and holidays) free of charge in our boarding house (EX1 postcode). All utilities are free of charge, as is use of wifi and laundry facilities, and all meals are offered free of charge during term time. Exeter is a vibrant university city with all the musical, artistic, sporting and socialising opportunities this brings. The School is a 2-minute walk from the city centre and a 5-minute walk from the Quay with its cafés, bars, boutique shops and restaurants. Gap Tutors enjoy a number of evenings off duty each week as well as many free weekends throughout the term.

Person Specification

Qualifications

- School/college qualifications at post-GCSE level (A levels, IB or equivalent)
- The ability to communicate effectively and articulately (verbally and in writing) in English

Desirable Skills and Experience

- Experience in, or proven enthusiasm for, working with children and young people
- The ability to inspire trust in and from pupils, parents/guardians, staff and the wider community
- A commitment to going above and beyond in order to deliver an outstanding service to the pupils
- A willingness to be heavily involved in the School's extra-curricular programme
- The capacity to inspire pupils, to maintain high standards of discipline and appearance, and to promote and model high standards
- Proven communication and interpersonal skills
- The ability to use initiative, to spot and solve problems
- Empathy for pupils, parents/guardians, staff and the community

- Empathy for the Christian ethos of the School, and for the demands made on the School's Choristers

- ICT competence
- The ability to work collaboratively and supportively with colleagues at School, at the Cathedral and in other organisations
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A can-do attitude, a sense of perspective, a degree of grit and a sense of humour

Job Description

Professional job descriptions are rarely exhaustive or definitive. The nature of teaching and caring for children in a small school brings both joys and challenges, and we expect all members of staff to show professional commitment and involvement in the all-round life and work of the School. The School is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. Key features of the role include:

- Being a professional, approachable and reliable member of the school community;
- Being mindful of, and responsive to, the pastoral and well-being needs of all children;
- By an agreed rota, assisting with morning boarding duties including assistance at breakfast and supervision of instrumental practice;
- By an agreed rota, assisting with early evening duties including supervision of Little Tea, supervision of Late Stay pupils and assistance with music practice;
- By an agreed rota, assisting with late evening boarding duties including supervision of boarders' prep, assistance with House activities and with the bedtime routine;
- By an agreed rota, occasional weekend boarding duties including escorting pupils to the Cathedral, accompanying younger pupils shopping, supporting the member of staff on duty with the routine for the day and accompanying trips as appropriate;
- Playground duties including duties at Hall House (Pre-Prep) and the Chantry (Prep) on a rota basis and supervision of pupils moving around the School site.
- Classroom support including reading and helping teachers with specific tasks (e.g. in Music, Sports, Science, Art and Design);
- Games support including preparation for matches and coaching of games lessons according to strengths and enthusiasm;
- School event and administrative support including preparation for and attendance at services, concerts, drama productions, PTA events, Summer Prom and assisting with displays;
- Being a resident member of staff during the week and on duty weekends;
- Undertaking other duties and responsibilities as may be reasonably requested by the Head.

In addition, all School staff are expected to:

- Work towards and support the School vision and the current School objectives;
- Carry out the work of the School to the best of your ability, displaying professionalism, team spirit, initiative, enthusiasm and loyalty to the School's aims and good name;
- Support your colleagues and their work, building on all that is good and helping to reshape what could be better;
- Do all you can, by the relationships that you build with pupils, staff, parents/guardians, visitors

and the wider community, to promote the caring ethos of the School;
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors;
- Support and contribute to the School's responsibility for safeguarding pupils, reporting immediately any safeguarding concerns to the Deputy Head who is the School's DSL;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with pupils, parents and colleagues;
- Engage actively in the performance review process, training and development; adhere to all School policies, protocols, procedures and regulations as set out in the Staff Handbook;
- Undertake other reasonable duties related to the job that may be required from time to time.

Review

The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Head.

Statement

Exeter Cathedral School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters. If you have lived or worked abroad for a period of six months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

March 2022