

Sport & SEN Gap Assistant

Candidate Brief



Halliford
School
SHEPPERTON

*Awarded a Significant Strength for
Pupil Leadership - ISI November 2025*





Come as you are. Go as all you can be.

About the Role

We are seeking a talented and energetic individual to join us in a post-graduate Gap Year.

The position offers many opportunities to discover life as a member of staff in a busy independent school and would be ideal for a student considering a career in teaching.

The role encompasses assisting with duties within both the Physical Education and Special Educational Needs (SEN) departments.

The PE & Games department at Halliford School is a dynamic and exciting place to work. There are currently four full-time members of staff along with a graduate assistant and a group of specialist coaches who work closely to provide students with an inspiring and varied programme from Year 7 through to the Upper Sixth. All students have an

afternoon of Games each week with the main sports being Rugby, Football and Cricket. In addition, students in Years 7 – 9 also enjoy a double lesson of Physical Education.

The SEN department is a dynamic and inclusive team that provides an exceptional educational experience for our diverse group of students. The team consists of four full-time members of staff along with a graduate assistant. Part of this role would be spent working alongside the SEN department, supporting students in school with their studies, providing them with the best possible opportunity to succeed academically and pastorally.

Overall, the role will provide exposure to a wide variety of different classroom-based experiences.



Role Description

Salary

The post holder will be paid a competitive salary on a term time one-year fixed term contract.

Lines of Responsibility

The Gap Year Assistant is responsible to the Director of Sport and SENCo.

Specific Responsibilities

- Provide student supervision during the daily Breakfast Club.
 - Assist (alongside the designated teacher) in a mixture of PE and Games lessons.
 - Coaching team sports and assist with Games lessons.
 - Be involved with matches and take responsibility for a team. This will include after school midweek matches and Saturday morning fixtures during the three school terms.
 - Assist with day and residential visits as required.
- Assist with running after school clubs, lunchtime duties and summer holiday camps.
 - Be supportive of major school events such as Open Days, Marketing Days, Sports Day, Drama productions, Art Exhibitions and charity activities.
 - To aid students learning as effectively as possible both in group situations and on their own, for example:
 - Clarifying and explaining instructions.
 - Ensuring students are able to use equipment and materials provided.
 - Motivating and encouraging students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to their needs.
 - Using praise and assistance to encourage students to concentrate and complete tasks to the best of their ability.
 - Liaising with class teachers, SENCo and other professionals about Individual Education



Plan and where appropriate EHCP review meetings, contributing to the planning and delivery as appropriate.

- Liaising with parents.
- Providing additional nurture to individuals when requested by the class teacher or SENCo.
- Supporting students with self-regulating strategies.
- Helping to make appropriate resources to support students.
- Advocating for students when necessary and supporting them to develop independent learning skills.
- Provide positive encouragement, feedback and praise to reinforce and sustain student efforts and develop independence and self-esteem.
- Support students in developing social skills both in and out of the classroom.
- Promote and support the use of ICT in learning activities and with specific programmes including voice activated software, keyboard skills and touch typing.
- Provide regular feedback on students learning and emotional wellbeing to the SENCo,

including feedback on the effectiveness of strategies adopted.

- Assist with general school administrative support as needed.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.





Person Specification

Essential

Desirable

Primary means
of assessment

Have a good Honours Degree



Application Form

Be able to communicate effectively with students age 11 - 18



Interview

Be able to communicate effectively with colleagues



Interview

Work well as part of a small and dedicated team



Interview

Good initiative, organisational skills and timekeeping



Interview

A professional approach, which inspires confidence in students and parents



Interview

Excellent written, oral and ICT skills (Microsoft Office)



Interview



	Essential	Desirable	Primary means of assessment
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	●		Interview
Experience of playing and coaching team sports	●		Application Form
Ability to referee a team sport		●	Application Form
First Aid at Work Qualification or willing to undertake training	●		Application Form
A commitment and willingness to engage in the wider co-curricular life of the school	●		Supporting Letter / Interview
A positive motivation to work with young people and inspire students to take part in sport.	●		Interview
Emotional resilience and a good sense of humour	●		Interview

How to find us



**Halliford
School**
SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

Russell Road Shepperton TW17 9HX

Tel: 01932 223593 Email: hr@hallifordschool.co.uk

www.hallifordschool.co.uk   

