

Job Description

Job Title:	Gap Student
Hours of Work:	Full Time
Department:	Gap Students
Accountable to:	Deputy Head
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Swanbourne House School
Purpose of the role:	<p>Gaps are responsible, under the direction of the Deputy Head, for assisting the academic and pastoral development of the children in the school and to undertake a variety of additional tasks that support the wider marketing and operations of the School. Gaps are not expected to teach children in the formal sense, they will not be placed in charge of any group of children without a full member of staff being present or having established the activity.</p> <p>We have suitable dedicated Gap accommodation on site, which is available as part of the package due to the hours of the duties which may sometimes need to be worked. It is expected that the Gaps keep the accommodation in good, clean and tidy order and are respectful of the school rules whilst living on site.</p> <p>Gaps will at all times be referred to as Mr... and Miss... by the children, be expected to be smartly dressed during the working day in order to ensure that high standards of behaviour and respect by the pupils are maintained.</p> <p>The Gap is expected to fully immerse themselves in Swanbourne life. The working week includes Saturday mornings assisting on reception, in boarding, and assisting with sporting fixtures against other schools home and away. The Gap is on duty every Sunday during term time; however we have two exeat weekends each term when the boarders leave school and the staff have the weekend off from 1pm Friday until 5pm on Sunday. Every week each gap will have 1 and a half days off. Gaps are expected to attend all INSET days.</p>
The Stowe Group	
<p>The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>	

In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

Key Tasks:

- Assisting the Duty Staff in supervising play areas and break-time activities. It is expected that Gaps show initiative in the organisation of informal games with children
- Overseeing and helping the serving of snacks at break time
- Acting as classroom assistant in all subject areas
- Assisting with the delivery of games, assisting and providing coaching for specific teams, supervising changing room
- Assisting with Educational and Adventure Trips off site during term time
- Undertaking the preparation of teaching resources: photocopying, laminating, display work etc
- Supervising small groups of children in non-teaching situations
- Being aware of any significant pastoral needs of the children

- Assist in the general setting up of and serving at school events
- Be present at the beginning and the end of each term, half-term and exeat for boarders packing, etc
- Organise, set up, supervise and promote end-of-term disco or similar events
- Perform a variety of admin tasks including collating of registration, answering telephones and anything reasonably requested by the office staff
- Supervision of meal times and prep
- Assist Boarding House staff with evening activities
- Assist with morning wake up and breakfast in boarding
- Undertake Matronal duties as part of the wider delivery of the duty of care
- Proactively seeking out opportunities to teach or assist with an activity that reflects one of their talents/ interests

You will be required to:

- Attend and pass First Aid Training during Inset
- Attend Formal Induction
- Attend and pass Lifeguard Training
- Take note of term time requirements/ dates and plan your return to Swanbourne accordingly
- Be fully committed to School life
- Be energetic, enthusiastic and a hard-working person who sets themselves very high professional and personal standards

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A Levels of equivalent 	<ul style="list-style-type: none"> •
Specialist Skills and Experience		<ul style="list-style-type: none"> • Previous experience of working with children

Personal Qualities	<ul style="list-style-type: none"> • Good communication skills • An enjoyment of working with children • Have the ability to multi task • Patience and understanding • An understanding of safeguarding in a School environment • Calm under pressure 	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
Date Agreed: December 2025		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Gapper we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5

SWANBOURNE HOUSE

Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5