



Position Description

Position:	GAP Assistant
Appointed by:	The Principal
Responsible to:	The Head of Campus

At Gippsland Grammar there is a zero tolerance for child abuse and the School is committed to acting in children's best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Details of GAP roles are provided below.

General Duties GAP Assistant

To act as general assistant to the staff at Garnsey Campus, St Anne's Campus or Bairnsdale Campus dependent upon at which Campus the successful candidate is based.

Administration

- Assist with photocopying as required
- Assist with the collation of indemnity forms
- Assist in the maintenance of noticeboards
- Prepare correspondence as directed
- Clerical duties such as filing, assisting with students and parent inquiries, answering phone
- Assist Heads of Year in collation and administration tasks
- Cover School reception as required

Tutorial Assistance

- Assist in the organisation and supervision of excursions and fieldwork
- Assist in the organisation and attendance as required at community service, social service activities and other student activities
- Assist staff in delivery of the classroom program
- Supervise small group activities
- Supervise student assessment tasks

Events management assistance

- Assist in the set up and clean-up of events under the direction and supervision of the Events Co-ordinator

Other duties

- Supervision of Student Services Office (as needed) and First Aid
- As directed by the Head of Campus or the Gap Assistant Supervisor

Outdoor Education GAP Assistant

The Outdoor Education Program at Gippsland Grammar is an integral part of each and every student's educational experience. Essentially sequential in nature, the program runs from Year 7 through to Year 10 with four day expedition style programs operating throughout the year.

The role of Outdoor Education GAP Assistant carries much responsibility. It requires a great deal of initiative, leadership, enthusiasm, adaptability and resourcefulness. This is a demanding but very rewarding role and all applicants need to have a love of sharing the outdoors with young people.

Duties:

Outdoor Education Program

- Assistance with the preparation of food for all programs
- Preparation and maintenance of equipment for all programs
- Vehicle maintenance
- Assisting and leading outdoor and environmental activities
- Assisting in the kitchen and meal preparation
- Overseeing students at night time
- Acting as a positive role model for younger students

Administration

- Clerical duties such as filing, assisting with student and parent enquiries, answering phone
- Supervise student assessment tasks
- Cover Garnsey Campus reception as required
- Any other duties as directed by the Deputy Principal – Head of Garnsey Campus, the Gap Assistant Supervisor or the Head of Outdoor Education

Other:

The successful applicant will also be required to complete a number of training courses throughout the year.

Sports and PE GAP Assistant

This position is managed by co-operation between the Head of Sport or the Head of PE/Health.

Duties:

Sporting and Physical Education Program

- Assist with all the Senior School major sporting commitments. These will include the major House carnivals, athletics, swimming and cross-country and the inter-school meetings for athletics, swimming and cross-country.
- Assist in the conduct of the Senior School Thursday sport program including the preparation of choices and lists, sporting kits, the issue of these kits for sport and the receipt and return of the kits to the sport store.
- Assist the Head of Sport and the Head of Physical Education in the organisation of the sport store.
- Assist in the conduct of the Physical Education program.
- Provide assistance to the Teacher in charge of Athletics, Cross Country and Swimming with the organisation of teams and events.
- Assist the Teachers in charge of sporting teams including.

Administration

- Assist with photocopying as required.
- Assist as directed with clerical duties when required.
- Cover Garnsey Campus reception as required.
- Supervise student assessments as required.

- Assist in the organisation and supervision of excursions and fieldwork.

Other Duties

- Assist other departments as requested during School holiday periods.
- As directed by the Deputy Principal – Head of Garnsey Campus, Gap Assistant Supervisor, Head of Sport and/or Head of Physical Education / Health.

Year 9 and General Duties GAP Assistant

To act as a general assistant to the staff in the Year 9 program and the Administrative team, reporting to the Deputy Principal – Head of Garnsey Campus and the Head of Year 9.

Duties:

Year 9 program

- Assist in the organisation of excursions and fieldwork
- Assist in the supervision of excursions and fieldwork
- Assist in the organisation and attendance as required at Cross-Age tutoring, community service, social service activities and other student activities
- Give help to staff when using technology in classroom
- Assist staff in delivery of the classroom program
- Supervise small group activities such as First Aid training
- Assist the Head of Year 9 in organisation of the Year 9 program

Melbourne classroom program

- Be present in Melbourne during this classroom program
- Assist in the supervision of students after school hours during the Melbourne program
- Accompany groups on excursions in Melbourne

Administration

- Assist with photocopying as required
- Supervise Student Assessment tasks as required
- Assist with the collation of indemnity forms
- Assist in the maintenance of noticeboards
- Assist in the provision of information to parents
- Prepare correspondence as directed
- Be responsible for the provision of paper for printers in Year 9 Centre
- Clerical duties such as filing, assisting with students and parent inquiries, answering phone and maintenance of the forward planner
- Cover Garnsey Campus reception as required
- Other duties as required by the Head of Year 9, Deputy Principal – Head of Garnsey Campus or the Gap Assistant Supervisor

Key Selection Criteria for all GAP positions:

- Organisational skills and a team work ethic
- Ability to work independently, but also as part of a collaborative team.
- Strong interpersonal skills, with the ability to build rapport and interact with both adults and students in a professional manner.
- Proven track record of showing initiative
- Be willing to participate in the life of our school
- Be committed to providing a child safe environment