



1619

ALLEY'S

JUNIOR SCHOOL

Appointment of
Reception Class Teacher (Maternity Cover)

One academic year, from 29 August 2024 to 3 July 2025

Information for Applicants



The Infants

There are two forms in each of Reception, Year 1 and Year 2. Together these six classes form the Infant Department managed by the Head of Infants. Each of the Infant classes has its own Class Teacher and Teaching Assistant. The Infant classrooms are located close together along the ground floor corridor of the main Junior School building with pairs of classrooms in each year group adjacent to each other. Next to them are specialist spaces shared with the wider school and upstairs are the Junior classrooms.

The Infants are very much part of the wider Junior School, and they take part in most school events and activities including all assemblies, house events, etc. Staff and children have regular contact with counterparts in the Juniors (Year 3 to 6). All teachers attend a weekly after school staff meeting as well as an Infant team meeting. Being a relatively small Junior School on one site nurtures a sense of intimacy and children and parents appreciate the relationships between older and younger children, with Year 6 monitors who help in Infant classes at break times particularly important in this role.

However, to support the needs of the Infant children they have their own Infant Assembly each week, have special Infant events and trips and Infant staff have their own meeting each week. There is also an Infant Newsfeed sent weekly that each Infant teacher contributes to with curriculum news and other information for parents. We have a School dog who spends most of his time with the Infant children.

All Infant classrooms have their own CleverTouch smartboard, display boards, sinks, cloakroom spaces and external doors (to facilitate drop off and pick up). Each Infant pupil has access to an iPad that they share with another pupil. The Reception classrooms have their own Reception toilets attached while Year 1 and 2 have shared toilets. There are play spaces outside the Reception and Year 1 classrooms with a School Garden very close by.

In the afternoon Reception children will share a playtime with the rest of the Infants on the Adventure Playground and in the summer term they will have some time out on the main play spaces shared with the rest of the school.

Children join Reception from many different nursery settings, both in the independent and state sector. Places are allocated after 4+ assessments in January ahead of a September start. Places at 4+ are very heavily oversubscribed.

The Infant class teachers are primarily responsible for much of the teaching to their classes. The children see specialist teachers for some subjects, e.g., music, computing, PSHE, Spanish, creative thinking and sports. The Reception classes have an afternoon of Forest School once a week with Years 1 and 2 making half-termly visits.

The Class Teacher takes primary responsibility for the pastoral care of the children in their class closely supported by the Teaching Assistant, the Head of Infants, Deputy Head, Head and other staff. The Class Teacher takes the children for morning and afternoon registration, sees them at the end of the day and takes the children to assembly and will lead a class assembly once a year. Pairs of teachers in each year group plan together, liaise closely with their teaching assistants and work collaboratively with teachers in the other Infant year groups to ensure suitable progression. There is also liaison with subject coordinators who have a whole school overview with Year 3 teachers, in particular. All Infant staff have some involvement in and responsibility for Infant Christmas productions. One of the Reception teachers is the EYFS Coordinator and takes the lead on such matters. The Head of Infants teaches within the Infants but does not have a class responsibility. She will provide day-to-day line management of Infant staff and have an overview of curriculum and pastoral needs as well as broader Infant life.



About The Role

Thank you for your interest in the role of Reception Class Teacher (EYFS). The successful candidate will be well-qualified and enthusiastic, working with pupils in the Junior School and will have the ability to inspire and motivate pupils. Role overview:

- A full time, fixed term position to teach a class (one year maternity cover);
- To be responsible for the pastoral care of the children in that class as a Form Tutor;
- Actively involved in the co-curricular (clubs) and broader life of the School; and
- Carry out the professional duties of a teacher as circumstances may require and in accordance with the School's policies under the direction of the Head and the day-to-day line management of the Head of Infants.

Duties and Responsibilities

Planning, Teaching and Class Management

- Attend all relevant staff meetings, briefing and planning meetings and work collaboratively with the parallel year group Class Teacher;
- Adhere to school policies and schemes of work in all areas of the curriculum taught;
- Adhere to an agreed homework timetable;
- Promote the school's Learning Dispositions and ROCCK values and encourage pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance, and listen attentively;
- Identify clear teaching objectives and specify how they will be taught and assessed;
- Set tasks which challenge and inspire pupils;
- Set clear targets and ensure marking is completed in a timely fashion according to school policy to enable progress;
- Help to identify and support SEND or very able pupils;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of performance;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate own teaching critically to improve effectiveness;
- Provide a stimulating EYFS learning environment through display work and choice of learning and teaching resources;
- Embrace established teaching and learning cultures and initiatives that are promoted within the school and marry these with their own style;
- Model the School values and actively promote equality, diversity and inclusion;
- Embrace established teaching and learning cultures and initiatives that are promoted within the school and marry these with their own style;
- Liaise with other Infant teachers on all Infant years collaboration, work sharing and buddy systems;



Management of a Teaching Assistant (TA)

- Establish a positive and strong working relationship with the TA;
- Hold daily briefings with the TA,
- Direct the TA in the use of their time and ensure they are up to date with all EYFS expectations;
- Utilise the TA to support teaching and learning;
- Involve the TA in planning when appropriate;
- Keep the TA informed of pastoral issues affecting the children in the class;
- Report back significant news from staff meetings.

Pastoral Care

- Promote the safeguarding, welfare and safety of all pupils at all times;
- Take primary responsibility for the pastoral care, progress and personal development of the children in the class;
- Promote the School's Learning Dispositions and ROCCK values;
- Adhere to school pastoral, welfare and safeguarding policies and procedures;
- Be the first point of contact with the school for parents and be proactive with and available for consultation by parents, by appointment, at the earliest convenient time;
- Run weekly pastoral sessions for the class;
- Communicate news and concerns about children in the class at staff meetings or directly to colleagues as appropriate;
- Maintain notes regarding pupil concerns and incidents on the school's database;
- Take morning and afternoon registration as well as dismissal at the end of the day, as well as 1pm reading time.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Assess and monitor pupils' development and set targets for progress;
- Prepare and present informative reports to parents and attend parent consultations.

Duties and Extra-Curricular

- Cover lessons as timetabled by the Deputy Head;
- Carry out break and lunch time duties as directed;
- Be involved in assessment and pupil recruitment events as expected of all staff, e.g. Open Day, assessment days on non-school days;
- Be involved in special school events outside regular school hours such as Founder's Day, the Year 6 play, Infant Nativity, etc;
- Contribute to the co-curricular life of the school by offering a club (or more) each term.

Our Values (the Alleyn's ROCCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Curriculum Development and Professional Development

- Contribute to the whole school's planning activities;
- Understand the relevant areas of the National Curriculum;
- Attend pre-term staff INSET and appropriate courses and training to further professional development, including first aid training;
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- Attend all digital training and stay abreast of current school thinking and expectation.

General

- Be aware of the School's Health & Safety Policy;
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection;
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Junior School Head which are within the reasonable capability and responsibility of the Reception Class Teacher (maternity cover).

Person Specification

The successful applicant should:

- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children;
- Be suitably qualified and/or experienced to teach (EYFS) children;
- Be committed to the values of Alleyn's and independent education and willing to play a full part in the life of the school;
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level and enjoy working with this age group;
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally;
- Be a good listener with children and adults, open and approachable;
- Be flexible whilst adhering steadfastly to important principles;
- Display initiative, creativity and a growth mindset;
- Possess determination, enthusiasm and stamina;
- Communicate confidently with parents;
- Be positive and motivated;
- Be able to work under the leadership of the Head and SLMT as well as be able to work collaboratively with colleagues, whatever their role within the school;
- Work in partnership with the other Reception class teacher who is the EYFS Coordinator;
- Present high standards of appearance at all times in keeping with the profession.



Working at Alleyn's

Terms and Conditions

The job is available on a full-time, fixed term basis for one academic year, from 29 August 2024 to 3 July 2025, to cover maternity leave. The successful applicant will be expected to work one Saturday morning in September for Open Morning and one Saturday in January for assessments. There may be other occasional school events that also require the role holder's presence.

We have our own very competitive salary scale, and the successful candidate will be remunerated suitably to role, experience and background.

All staff enjoy access to superb facilities and resources, as well as variety of great benefits, including free lunches, the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, access to the cycle to work scheme and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

On completion of the required recruitment checks, the post would be available to the successful candidate from Thursday 29 August 2024.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Junior School Head, Simon Severino, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

Mr Simon Severino, Head, Alleyn's Junior School, Townley Road, London SE22 8SU.

The deadline for applications is midday on 22 April 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School week commencing 29 April 2024. This will consist of interviews with relevant colleagues including the Head of the Junior School. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



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