



# ALLEYN'S

JUNIOR SCHOOL

## Appointment of **Graduate Assistant**

Full-time, term-time only  
from 29 August 2024 to 3 July 2025  
Information for Applicants







# About The Role

## The Responsibilities of the Graduate Assistant

The Junior School Graduate Assistant will be responsible to the Deputy Head (Academic) for the support of the teaching and learning in the curriculum and co-curriculum.

In particular the role holder will:

### Support Teaching & Learning under the direction of teachers (both Class Teachers & specialists)

- Take responsibility for small groups and individuals across the curriculum.
- Support teachers in lessons by assisting in classroom activities (including those involving digital devices), supervising small groups and helping individuals.
- Offer supportive guidance to ensure the children are taking responsibility for their learning.
- Help to support teachers with delivery of digital curriculum across subjects and year groups.
- Promote the School's learning dispositions and values.

### Pastoral Care

- Work collaboratively with teachers to provide consistent expectations of behaviour and levels of welfare support.
- Inform class teachers about issues that may arise with individual pupils.
- Accompany children on school outings and be available for wider school residential trips as negotiated and deemed necessary and possible.

### General

- Assist the Deputy Head (Academic) with administrative tasks, often using Excel to complete the task.
- Be part of the duty rota supervising children at morning and lunch breaks.
- Help deliver the children who travel by coach to the correct coach after school.
- Run an extra-curricular club once a week.
- Assist with special school events such as performances, Open Day, The Holly Fair and Founder's Day which occasionally fall on a Saturday.
- Carry out other ad hoc tasks as directed by the Deputy Head (Academic).
- Attend and take part in staff inset days.
- Assist at the Breakfast Club from 7:30am.
- There may be ad hoc occasions when the Graduate Assistant may be asked if they can carry out overtime and assist with After School Care if cover is required.
- Be available for up to two Saturdays to assist with the entrance assessments.
- 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 Safeguarding 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.

Any additional duties, as directed by the Deputy Head (Academic) which are within the reasonable capability and responsibility of the Graduate Assistant.







## Line Management

The Graduate Assistant is managed day to day by the Junior School Deputy Head (Academic). The role holder also has free access to the Chief Operating Officer.

## Person Specification

- Applicants will be willing to undergo training to gain Apple teacher status (approximately a 5-hour online course).
- The successful applicants must be willing to learn about apps used on iPads, in order to assist teaching and learning.
- Applicants must understand and espouse child protection practice and should be committed to safeguarding and promoting the welfare of children. They should enjoy working with 4 to 11 year-old children, understand their particular needs, be patient and flexible while upholding the ethos of the school. They should believe in independent school education and present high standards of appearance at all times as appropriate to the role.
- Applications are invited from enthusiastic graduates (or with similar experience) who have had some relevant experience of working with children aged 4 to 11 years.
- Applicants should have very good IT skills and, in particular, a thorough working knowledge of Excel. Being conversant with data analytics would be an advantage but is not a prerequisite. Familiarity with applications (apps) on iPads is also important.
- The successful applicant will have excellent organisational skills, integrity, understand the need for confidentiality and be able to work well within teams. They must be able to establish a collaborative and respectful relationship with their class teachers and also be able to use their own initiative.
- Candidates should have the ability to work flexibly, efficiently and to deadlines. The applicant will need to be understanding of the busy and ever changing Alleyn's school day and will need a good dose of flexibility and humour. The post-holder will be discreet, but friendly and approachable, actively encouraging and supporting staff, children and parents. Candidates are expected to show a willingness to become involved in the wider life of the school, typically drawing upon their background and expertise.
- A technology/maths/computing degree would strongly support the application but is not a necessity.



Our Values (the Alleyn's ROCCCK!)

Respect  
Opportunity  
Curiosity  
Courage  
Kindness



# Working at Alleyn's

## Terms and Conditions

This role is full time Monday to Friday, term time only, for one academic year from Thursday 29 August 2024 to Thursday 3 July 2025.

The core hours are based on 41.25 hours per week, working Monday to Friday from 7:30am to 4:15pm, excluding a 30-minute break for lunch. The successful applicant will be expected to work on Founder's Day, one Saturday per year in late June or early July. There may be other occasional school events that also require the role holder's presence.

The salary will be £11.44 per hour.

The School offers additional benefits to its staff, including free lunches, the use of the School swimming pool and gym, subsidised yoga 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.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal and General.

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](http://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](mailto: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 Tuesday 19 March 2024.**

If you have any questions you are very welcome to contact us by email at [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or by phone on 020 8613 5016.

## Interviews and Appointment

Interviews will be conducted at the School. 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.





Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU

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