



Appointment of  
**Sports Graduate Assistant**

Full time, term time only  
Two terms from 29 August 2024 to 28 March 2025  
Information for Applicants

# Letter from the Head

## Dear applicant

Thank you very much for your interest in the position of Sports Graduate Assistant here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



**Mrs Jane Lunnon**  
The Head





# About the Role

We are seeking to appoint committed, enthusiastic and conscientious young people as our Sports Graduate Assistants for the start of the Advent term on 29 August 2024.

This post would be ideal for anyone considering a career in teaching as it will provide the opportunity to work within an experienced and highly qualified department. Opportunities for CPD and the chance to gain qualifications relevant to the role will be possible for the successful candidates.

The successful applicants will support the PE and Games department in delivering high quality teaching and learning in both the curriculum and co-curriculum, supporting the effective use of resources and the highest standards of enjoyment and achievement for all pupils.

To this end, they will possess high personal and professional standards, good organisational and administrative skills, effective communications skills, and demonstrable enthusiasm and interest in sports/games and co-curricular activities, while at the same time being able to inspire pupils and work collaboratively with a team of staff.

A proven ability in either netball, football and/or hockey, and experience in coaching or officiating younger pupils would be advantageous, as would an interest in the broader aspects of Sports Science.

What follows is not a comprehensive or exhaustive list, but some of the key tasks of this multi-faceted and challenging role.

With support from, and under the supervision of PE/Games staff, duties will include:

- Support the Heads of Netball, Football and Hockey with the organisation and management of teams.
- Assist with the planning, preparation and teaching of Games lessons.
- Manage and supervise school teams (normally KS3 groups) after school and on Saturdays.
- Officiate at school sports fixtures and tournaments.
- Lead lunchtime and after school training sessions.
- Everyday organisational and administrative tasks.
- Supervise pupils on sporting fixtures and trips.
- Work with the department support team, including the technician and administrator, to ensure equipment is orderly, in good condition and accessible.
- Attend department meetings and school briefings.
- Actively support the wider co-curricular life of the School as and when directed which may include other aspects of the wider school.



Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

## General:

- 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 policies and practices about Data Protection.
- 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.

Any additional duties, as directed by the Director of Sport, which are within the reasonable capability and responsibility of the Sports Graduate Assistant.

## Line Management

The Sports Graduate Assistant is managed on a day-to-day basis by the Director of Sport who oversees and supports this role, and the role holder has free access to the COO who is ultimately responsible for Operational Staff.





# Person Specification

Applicants must be ready to understand and espouse child protection practice and should be committed to safeguarding and promoting the welfare of children. Experience of having worked with children is desirable but not essential, and to understand their particular needs, be patient and flexible whilst upholding the ethos of the School.

The successful candidate will have excellent organisation skills and integrity, understand the need for confidentiality and be able to work well within the Senior School team of staff. They will believe in independent school education and present standards of appearance as appropriate to the role.

We are looking for:

<b>Education</b>	A Bachelor's degree or equivalent qualification in a sports related field.
<b>Experience</b>	Some experience (paid or volunteering) of working with children. The role holder may be considering training to work in schools.
<b>ICT</b>	Basic knowledge of administrative ICT - can use e-mail and internet browser, able to use Word and Excel.
<b>Managing Relationships</b>	Ability to assist and work well with colleagues.
<b>1:1 Oral Communication Skills</b>	Ability to communicate clearly on matters relating to events to members of staff and communicate professionally in spoken English.
<b>Written Communication Skills</b>	Ability to read and write basic English, constructing simple letters or e-mails.
<b>Organisational Skills</b>	Ability to follow detailed instructions (working closely with a manager/supervisor) and organise and prioritise work on a day-to-day basis.
<b>Time Keeping &amp; Flexibility</b>	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
<b>Attention to Detail and Analysis</b>	Good attention to detail, able to verify work is completed to the required standard. The role holder will be able to take on both the mundane and more exciting duties of the role.
<b>Enthusiasm/Motivation</b>	Enthusiastic and self-motivated, actively seeking to further the School's best interests.
<b>Awareness of whole-School Activity</b>	Awareness of activities taking place within the Department and across the School.
<b>Confidentiality &amp; Discretion</b>	An awareness that the role holder's position may from time-to-time give them access to information which cannot be shared externally or internally.
<b>Working Environment</b>	Ability to carry out light physical duties.



COMPETITION  
MIKASA

# Working at Alleyn's

## Terms and Conditions

This is a full time, term time only, two term placement from 29 August 2024 to 28 March 2025. The role holder will work 37.5 hours a week to include a Saturday morning (around 4 hours). There may be 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 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, 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 & General.

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

## 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 Director of Sport, Ryan Shedwick, **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:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

**The deadline for applications is midday on Monday 3 June 2024.**

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, 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 Director of Sport. 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.

