



1619

ALLEYN'S

JUNIOR SCHOOL

Appointment of
Teaching Assistant (EYFS)

Permanent, term time only from 29 August 2024

Information for Applicants



About The Role

Thank you for your interest in the role of Junior School Teaching Assistant (EYFS). The successful candidate will work in one of our Reception classes (while they may be able to move year groups in the future). The working hours are 8am to 4:30pm to include running some clubs with 30 minutes unpaid lunch.

Duties and Responsibilities

Supporting Teaching and Learning under the direction of the teacher (both the Class Teacher and specialist teachers)

- Take responsibility for small groups and individuals across the curriculum;
- Offer supportive guidance to ensure the children in their group are taking responsibility for their learning;
- Listen to individual readers;
- Read stories to groups/whole class when required;
- Contribute to observations of children;
- Support the class teacher during whole class teaching sessions assisting with behaviour management and promoting of learning objectives;
- Support in the preparation and running of specific events during the year such as sports day, class assemblies and nativity;
- Promote the School's Learning Dispositions;
- Take a lead in supporting handwriting and reading in the classroom;
- Support the digital learning in the class and become confident with iPad technology to support the children and teacher.

Pastoral Care

- Work collaboratively with the class teacher to provide consistent expectations of behaviour and levels of welfare support;
- Be a port of call for children to talk to;
- Support the class teacher in greeting parents, carers and children at the start of the day and then in saying goodbye at the end of the day;
- Be available for parents and carers at either end of the school day for messages and generic questions and establish positive and supportive relationships with parents and carers;
- Help children to take responsibility for their uniform and belongings to promote their growing independence and confidence;
- Support children in specialist lessons if required by specialist teachers and under their direction;
- Accompany children to play where appropriate and accompany children to and from lunch;
- Serve and supervise children's lunches, encouraging healthy eating;
- Accompany children on school outings and be available for wider school residential trips as negotiated and deemed necessary and possible;
- Be responsible for collecting medication and spare clothes from the School Nurse prior to school trips.



General

- Be part of the duty rota supervising children at morning and afternoon breaks, Infant lunches and whole school lunch playground (although most of these duties will be focused around the Reception children);
- Occasionally take the Register if requested by the class teacher;
- Contribute to the school's extracurricular programme;
- Meet with the class teacher in the morning and after school to discuss the daily programme and classroom responsibilities;
- Set up the classroom for morning arrival and help with preparation of resources;
- Keep the classroom clean, tidy and well-organised, reviewing and renewing resources.
- Help mount and display children's work;
- Set and clear up from lessons, including filing any work;
- Organise book bags, changing books, drawing the teacher's attention to any notes from parents;
- Hold a paediatric (EYFS) or first aid qualification after suitable training as organised by the school;
- Attend training courses appropriate to the role as recommended by the school;
- Take part in the school's support staff appraisal system;
- Attend training for 4+ assessments and assess children on 4+ assessment days;
- Assist with special school events such as performances of the Infant Nativity (with particular responsibility for supporting the practical elements), 4+ assessment sessions, Open Day, which sometimes fall on a Saturday;
- Carry out other ad hoc tasks as directed by the Class Teacher such as updating Hub pages and taking photographs;
- Attend and take part in staff inset days;
- There may be ad hoc occasions when the Teaching Assistant may be asked if they can carry out overtime and assist with After School Care if cover is required;
- Carry out any other reasonable requests from the Head or Head of Infants.

Particular responsibilities for Teaching Assistant in the EYFS Reception classe

- Take a substantial role in implementing the E-profiling programme (Tapestry), making observation of individuals as well as groups in line with the Early Learning Goals, monitoring and updating profiles regularly;
- Support the use and development of the Forest School and undergo suitable training to enable this;
- Have responsibility for a small group of pupils in daily phonics lessons;
- Have an enthusiasm for outdoor learning and take responsibility for the daily setup and use of outdoor resources in the Reception playground using their creativity to ensure a rich varied range of activities for the children to explore.

Particular responsibilities for Teaching Assistant in the Key Stage 1 classes

- Take responsibility for the organisation and presentation of topic folders, exercise books and children's work;
- Take responsibility for classroom displays ensuring they are interactive, engaging and regularly updated;
- Lead in supporting children's handwriting;
- Provide regular reading opportunities for individual children. Update and monitor children's Day Books;
- Sometimes lead Show and Tell or DEAR (Drop Everything and Read) sessions.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

- 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 Infant aged 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 individuals with a proven track record of successfully working with infant school age children (4-7 years old) or had experience of working within the EYFS framework (this would be most desirable). Candidates should be suitably qualified and experienced for this role. They must have knowledge of the EYFS Framework and understanding of the Key Stage 1 National Curriculum.
- The candidate must be passionate about working with Reception aged children, understand their particular needs as they embark upon their schooling and be suitably patient, compassionate and empathetic.
- The successful applicant will have excellent organisational skills, integrity, understand the need for confidentiality and be able to work well within teams, notably the Infant team. They must be able to establish a collaborative and respectful relationship with their class teacher 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.
- Applicants should be proficient in using IT.
- Present high standards of appearance always in keeping with the profession.



Working at Alleyn's

Terms and Conditions

The job is available on a full-time, term-time only basis from Thursday 29 August 2024. The core hours will be from 8am to 4:30pm, excluding a 30-minute lunch break. The successful applicant will be expected to work on Open Morning in September and an assessment Saturday in January.

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.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

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.

The post is permanent following successful completion of a six-month probationary period.

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.



Whispering through the trees a soft melody,
the flowers and the bushes are so
alive when there's a warm breeze right
in their hair - A promise, who
knows is going all day long?
That the sun is shining and
looking down in love -
Whenever you're here.



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 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 or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School week commencing Monday 4 March 2024. This will consist of interviews with relevant colleagues including the Head of the Junior School and Head of Infants. 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.

