



Alley's Junior School

Appointment of Gap Year Student

For one term, two terms or full academic year

Job Specification & How to Apply

Applicants are encouraged to read the last ISI (Independent Schools Inspectorate) school inspection report on the School's website.

Closing date for applications:
Monday 20 March 2023 at midday
www.alleyns.org.uk

The Responsibilities of the Gap Year Student

The Junior School Gap Year Student will contribute to the teaching and learning in both the curriculum and co-curriculum of Alleyn's Junior School life by supporting academic and support staff whilst also maintaining the highest standards of safeguarding and pastoral care for the children.

In particular the role holder will:

- Support the School and its aims by example and commitment.
- Observe standards, as outlined in the School Handbook or as directed by the Head.
- Be supportive of the School, by showing discretion and confidentiality when dealing with pupils, parents (current, or prospective) and colleagues.
- Be punctual.
- Set high expectations of conduct, appearance and diligence and to monitor standards in these matters.
- Maintain standards of manners and general behaviour amongst children in the playground, in the dining room and on trips and special occasions in and around the School.

Pastoral Care

- Work collaboratively with the 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

- Keep the Deputy Head and the School Office, or Head, informed of all messages and communications you receive from children or parents.
- Identify and respond to individual pupil needs under the direction of teachers and support staff.
- Be consistent and fair in all dealings with pupils and other staff.
- Help supervision of Reception children at playtimes.
- Assist sometimes the Sports Staff with curriculum lessons, clubs and matches.
- Assist sometimes in the supervision of children at After School Care.
- Assist with after school clubs.
- Accompany staff and children on day trips and residential trips.
- Back display boards and assist staff with displays.
- Assist with Lost Property – sorting and returning items to children.
- Assist all staff with general work.
- Prepare snacks and drinks at breaktimes.
- Assist Reception class staff with activities for Forest School.
- Provide general assistance in classrooms for specialist subjects i.e. music, art, sport.
- Ensure kitchens and staff room are clean and tidy at all times.
- 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 Head or Deputy Head which are within the reasonable capability and responsibility of the Junior School Gap Year Student.

Line Management

The Junior School Gap Year Student is managed day to day by the Junior School Deputy Head and School Administrator. The role holder also has free access to the Chief Operating Officer (COO), who is ultimately responsible for Support 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. They should also have experience of having worked with Junior (4 to 11 year old) children, 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 Junior School team of staff. They will believe in independent school education and present standards of appearance as appropriate to the role.

In addition, the following table lists the general skills and experience required.

Education	The role holder will hold a GCSE English Language and Maths at grade C or above, and will most likely have finished sixth form education.
Experience	Some experience (paid or volunteering) of working with children of primary school age. The role holder may be considering training to work in schools.
ICT	Basic knowledge of ICT - can use e-mail and internet browser, basic functions on Word and Excel.
Interpersonal Skills	Basic courtesy - able to work well with colleagues.
Independent Thinking	Able to carry out some work independently but colleagues and supervisors will largely be on hand.
Forward Thinking & Planning	Able to plan work up to a week ahead and determine solutions based on previous work. Mostly however the role holder will be flexible and adaptable, taking on different tasks with little warning.
Delegated Responsibility	Able to follow clearly defined instructions with close supervision taking direction and guidance from teaching and support staff. From time-to-time initiative will be required.
Pressure and Stress	Able to work to and meet deadlines.
Working Environment	Able to work in a busy office or similar area. Able to carry out light physical duties.
Written Communication Skills	Able to read and write basic English, constructing simple letters or e-mails.
Attention to detail	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.



Working at Alleyn's - Terms and Conditions

This is a full time, term time only, one term, two term or full academic year placement from 31 August 2023. 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 £9.50 per hour.

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 Scottish Widows.

The School offers additional benefits to its staff, 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 on 31 August 2023.

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, Mr Simon Severino, explaining in your letter why you are interested in this particular position at Alleyn's Junior School 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 20 March 2023**.

If you have any questions, please 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. This will consist of an interview with the Director of Studies, the Deputy Head and an activity with children. There may also be an opportunity to meet others in the team. Please note that references will 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.



www.alleyns.org.uk



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