



Alley's Junior School

Appointment of Sports Gap Year Assistant

For one term, two terms or full academic year
to start 31 August 2023

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 Sports Gap Year Assistant

We are seeking a committed, enthusiastic and conscientious young person as our Junior School Sports Gap Year Assistant for the start of the Advent term beginning on 31 August 2023.

This post would be ideal for anyone considering a career in teaching or sport as it will provide the opportunity to work within an experienced and highly qualified department.

The successful applicant will support the Sports 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 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, cricket and hockey, and experience in coaching or officiating younger pupils would be advantageous.

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

With support from, and under the supervision of Sports staff, duties will include:

- Support the PE Staff with the organisation and management of teams.
- Assist with the planning, preparation and teaching of sports lessons.
- Manage and supervise school teams.
- Officiate at school sports fixtures and tournaments.
- Lead lunchtime and after school training sessions.
- Everyday organisational and administrative tasks.
- Assist with supervision of pupils on sporting fixtures/trips.
- 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 time permits.

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 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 Junior School Director of Sport which are within the reasonable capability and responsibility of the Junior School Sports Gap Year Assistant.

Line Management

The Junior School Sports Gap Year Assistant is managed day to day by the Junior School Director of Sport. 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. Experience of having worked with Junior (4 to 11 year-old) 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 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 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 post is 37.5 hours a week. 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 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.

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.

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 Head of the Junior School, the Junior School Director of Sport and activities 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



**Inclusive
Partner of**



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
