

**DULWICH COLLEGE**  
FOUNDED 1619

## Information for Candidates

Graduate Assistant Teacher- Junior School and Sport





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# Welcome

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Dear Potential Applicant

Thank you for your interest in working at the Junior School at Dulwich College. We are a school committed to providing a wealth of opportunities to all children and colleagues within a nurturing, equitable and caring ethos and to an ambitious educational vision and social mission. Our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Junior School children are characterised by their enthusiasm for learning, their ability to embrace opportunities beyond the curriculum, think creatively, and their ability to work diligently. Our broad and balanced academic curriculum reflects these aims with its emphasis on the development of independent, curious and interested learners using highly skilled KS2 teachers and high levels of free learning, challenge and ambition but also a great deal of fun and kindness too. The curriculum has been extended to integrate community projects and service learning to all the children's provision, a commitment to sustainability and progressive digital learning. All this is supported by full access to the world-class facilities across the College. In the Junior School, we are proud to say that our children will 'be and do everything' so that when they leave Year 6, they are ready for the rigours of the senior part of the College, they know who they are, they are kind and good citizens and are excited about the opportunities ahead.

The Junior School has their own management team, but academic policy and teaching and learning matters throughout the College are co-ordinated by the College Senior Management and Educational Leadership teams.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich. The Junior School at Dulwich College is an excellent place to work where we help staff develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)



Fiona Angel  
Acting Master



Toby Griffiths  
Head of Junior School





## The College

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Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II\* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)



## Vision, Values and EDI

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### Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

### Values

Our values are:

Equity for all;  
Respect for all; and  
Service engagement of all.

Through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

### Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.





Katy Millis  
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Leslie Okyne  
Transport Manager

My role in my previous company as a Sales manager in a passenger transport firm meant that I had to manage a few accounts, including Dulwich College's (Foundation Schools' Coaches) account, as we supplied them with daily coaches. When I bumped into the Transport Manager role on the Indeed website, I did not hesitate to apply for the job, and was very chuffed when I was successful. Working in this capacity has taught me a lot in five years, and Dulwich College has allowed me to blossom into a more responsible individual. Working here has enabled me to acquire new leadership skills and has taught me how to adapt quickly to change.



Alice Gardiner  
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



Don Mackintosh  
Head of Politics

After several years as a corporate lawyer followed by teaching in other schools, the College offers the most enjoyable working environment I have encountered. The friendliness of colleagues across the school is striking. My department is a hub of collaboration, advice, and humour. In my teaching practice I am given independence, while still receiving plenty of training and feedback to refine my pedagogy. Pupils are pleasant and hungry to learn. Something I have particularly appreciated is the way that co-curricular opportunities share an equal billing with academics. Some of my teaching allocation is given over to sport, rather than fitting it on top as an extra burden, which has given me space to develop my coaching skills as well as providing an ideal professional balance inside and outside the classroom.



“Pupils are exceptionally adept at developing learning styles that suit them individually”

ISI Report, Nov 2021

## The role

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The Junior School accommodates approximately 225 boys from Years 3 to 6 in bright, purpose-built accommodation on the Dulwich College campus. We ensure that the boys are inspired to become interested and interesting learners in the classroom and have plenty of opportunities to develop, have fun and be challenged in every area beyond the classroom too.

We have our own school hall, computing suite, art room, design & technology room, science laboratory, separate campus entrance and five dedicated Junior School playgrounds. Junior School boys are taught music in the College’s music school, while Games and PE are taught by specialist sports staff making full use of the College’s extensive playing fields and impressive Sports Centre. We believe that the Junior School is the chance for the boys to ‘be and do everything’ where all the boys are taught in an age-appropriate way but all the time having the benefits of high academic expectations. We utilise all the College’s world class facilities, expert teachers and very nurturing pastoral care.

We aim to inspire the boys to have a passion for academic learning both within and beyond the classroom and the curriculum, a wide range of extra-curricular talents, a well-developed sense of self and emotional literacy which will fully equip them for the Lower School and well beyond.

The role of the Graduate Assistant Teacher is required to assist in the teaching of sport and games at the College. There will also be opportunities to become involved in and provide support to the wider community of the school. This position would particularly suit those considering a teaching career.





## Job description

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### Job title

Graduate Assistant Teacher- Junior School and Sport

### Reporting To

Head of Junior School

### Period of employment

September 2025- July 2026

### Hours of work

Normal working hours are 8am to 5pm, Monday to Friday (but may be later with some away fixtures). This is term time only but will also include one weekly morning swim squad session (7am – 8am), Saturday fixtures, all staff INSET days, Open Mornings and Assessment mornings

### Salary

£21,907 per annum

### Tasks and duties

To assist the Head of the Junior School in the education of the boys and efficient running of the Junior School.

### Core duties

- Work within College policies and guidelines on the curriculum, discipline and organisation
- Plan, prepare and deliver effective lessons and squad coaching sessions, in line with departmental and College curricular and co-curricular aims, to a range of abilities
- Assist with curricular and co-curricular activities beyond lesson time
- Have thorough knowledge of your subject and maintain up-to-date subject knowledge
- Maintain well-managed coaching sessions and PE lessons with a good work ethos





- Provide opportunities to foster the spiritual, moral, social and cultural development of pupils
- Undertake pastoral duties, e.g. at house events and break-time duties
- Support pupils on an individual basis through academic or personal difficulties
- Attend departmental and Junior School meetings, whole College events (e.g. Open Mornings, Founder's Day)
- Liaise with other professionals such as Form Tutors, Learning Support, members of the Senior Management team
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Evaluate and review one's own teaching methods, materials and schemes of work and make changes as appropriate
- Contribute to covering lessons and well-being teaching if required
- Discuss progress with pupils and parents

#### Additional duties

- Teach at all Junior (KS2) PE, Games and swimming sessions as directed by the member of staff in charge of Junior PE and Games or the member of the PE staff in charge of Swimming. (e.g. maintaining the Junior School sports stores and attending Junior School squad swimming sessions – including one early morning session).
- Support some senior school (Yr7 – 13) PE and Games sessions and teams (as required by the department). This includes Saturday fixtures.
- Run teams each term and/or accompanying the boys on away Games fixtures if required by the member or members of staff running the teams.
- Accompany staff and boys on outings and expeditions within the school day and on residential trips (e.g. ski trip and to the College Field Centre in Wales). There may be three or more trips during the year.
- Write up the sports results and reports from the Junior School in the weekly newsletter
- Maintain the Junior School Sports noticeboard
- Be available to assist with classroom academic activities under the supervision of the Form Tutors, e.g. hearing boys read and discussing their books with them
- Assist staff in the Junior School Office with any school administration that is required.



All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

### Person Specification

	Essential	Desirable	Assessment
Educated to degree level	X		Application Form
Experience in working with children (ideally primary-aged)		X	Interview
Competitive sporting experience and performance to a high standard		X	Application Interview Test
Willingness to promote the safeguarding and welfare of pupils	X		Application Form Interview
Ability to use relevant ICT effectively e.g. MSOffice suite	X		Application Form Interview
Enthusiasm, energy, initiative and a sense of humour	X		Interview





## Benefits

### Financial

- Contributory Pension Scheme
- Fee remission for children at DUCKS, Dulwich College, JAGS and Alleyn's schools
- Paid sabbatical/ special projects leave
- Free travel on the Foundation Coach Service for staff
- Up to 10% discount at the Commissariat
- Discounted rates for private functions

### Health & Wellbeing

- Simply Health Healthcare Cash-plan including Employee Assistance Programme
- Staff personal accident scheme, incorporating dental
- Enhanced holiday entitlement
- Free membership to Dulwich College Sports Club for staff and their children
- Enhanced sick pay
- Menopause support
- Free lunch, tea & coffee all year round

- Cycle to Work Scheme under salary sacrifice
- Contribution towards glasses, if needed for work purposes
- Discounted rates for use of the Outdoor Centre
- 50% off green fees at Dulwich Golf Club on weekdays

### Family Friendly

- Enhanced maternity pay
- Enhanced adoption pay
- Enhanced paternity and shared paternity pay
- Enhanced bereavement leave
- Time off for IVF and Assisted Conception
- Flexible working arrangements including part-time and term-time working
- Priority over the children of non-staff for DUCKS

### Social

- Staff events throughout the year, including the End of Year Party, New Starters and Leavers Governors Reception
- A variety of College wide performances and events
- Free Entry to Dulwich Picture Gallery (certain exhibitions are not included)

“Pupils of all ages develop excellent knowledge, understanding and skills benefitting from well-structured, engaging lessons”

ISI Report, Nov 2021



## Application Procedure

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To apply for this role please visit our [vacancies page](#)

### Closing date

4.00pm on Monday 3 March 2025

### Interview date

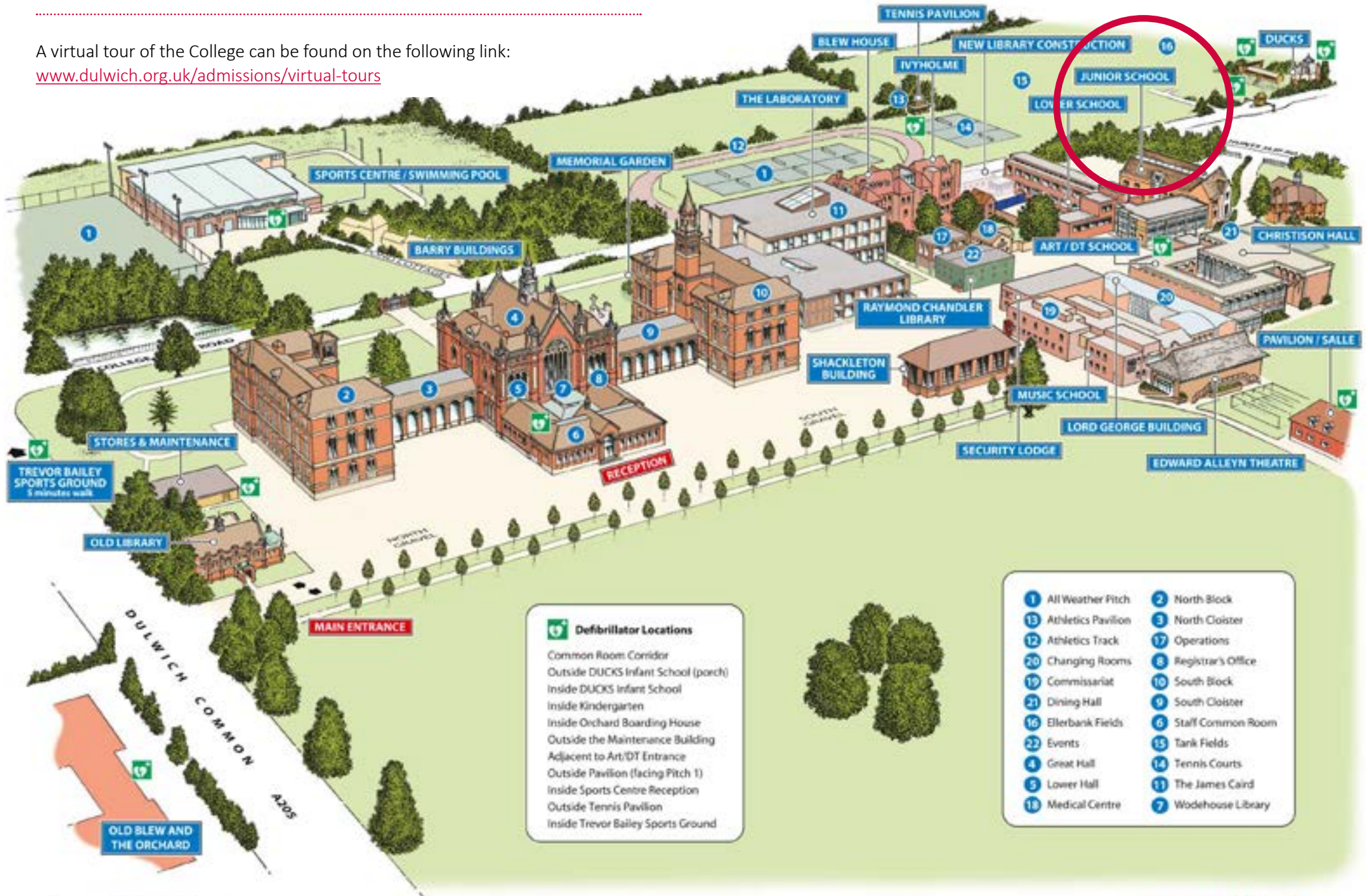
Week commencing Monday 17 March 2025

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064



# Campus map

A virtual tour of the College can be found on the following link:  
[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)







DULWICH COLLEGE  
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Independent School of the Year 2022  
for Contribution to Social Mobility

