

Information for Candidates

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DUCKS Learning Support Teaching Assistant





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## Welcome

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Dear Potential Applicant

Thank you for your interest in working at DUCKS, 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.

DUCKS children are characterised by their enthusiasm for learning, their ability to embrace opportunities beyond the curriculum, think creatively, and ability to work diligently. Our broad and balanced academic curriculum reflects these aims with its emphasis on the development of independent, creative thinking based on practical knowledge and conceptual understanding. We provide a secure yet challenging environment, which encourages participation, curiosity and enquiry. You will see this philosophy being adopted from the youngest of our pupils at DUCKS and the Junior school to those that are about to leave the senior school where we also look to embed Free Learning at the heart of what we do in the classroom.

DUCKS and the Junior School have their own management teams but academic policy and teaching and learning matters throughout the College are discussed at fortnightly meetings of the Educational Leadership Team.

Do read the profiles of some of our DUCKS staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich. DUCKS, 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)

Dr Joe Spence  
The Master  
Dulwich College

Jo Parker  
Head of DUCKS



## DUCKS Kindergarten & Infants' School

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DUCKS is a coeducational Kindergarten & Infants' School offering an exceptional setting for children aged 6 months to 7 years of age. Surrounded by green open spaces, our dedicated and highly skilled team create a caring and nurturing environment where children grow in confidence as they start that all important learning journey.

The DUCKS campus is a short walk from the main College, offering an atmosphere of security and space for the youngest pupils. Both the Kindergarten and Infants' School are self-contained buildings and adjoining them are playgrounds, sports pitches and extensive playing fields. There is also a pond and an orchard, used for forest school.

Learning through play, learning through the environment and learning through meaningful and engaging experiences are key elements that build the foundations for a love of learning.

Our academic record is excellent and when our Year 2 children move on to their next schools, we are there to support and guide families through this process. We follow the progress of our DUCKS children carefully to create fruitful and effective transitions to future schools both in and out of London

DUCKS benefits from all the College facilities including the swimming pool, Edward Allyn Theatre and the Laboratory.

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

35+  
destination schools  
for Year 2 leavers  
over the last 5 years

30  
the number of years  
DUCKS has been open

22  
Forest School hours every  
week for children at DUCKS



## 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.



Tayo Davy  
PE Co-ordinator

I began my Dulwich College journey as a pupil at the College. During and after my time at university I was fortunate enough to work in the Operational Department in both the Events and Sports Departments. My experience of Dulwich life has been fun, varied, educational and extremely wide-ranging.

For over a dozen years I have had the fortune to work at DUCKS as the PE Co-ordinator. My secondary role, though minor, is as a Swimming coach for the Junior and Senior School. I am able to see young athletes progress from picking up a ball, making their first catch or learning how to do their first strokes in the pool, to progressing their passion for sport as they grow. DUCKS has allowed me to grow as a teacher and broaden my outlook to be much more community facing. Through sport the DUCKS children learn transferable skills including being comfortable and confident when facing challenges.



Tracey Greenwood  
Assistant Kindergarten Manager

Straight after graduating as a qualified Child Care Practitioner, I applied for a role at DUCKS. At that time, the Kindergarten was just a year old. It is hard to believe that was almost 30 years ago. Since then, I feel proud to have played a part in what has been an incredible journey. From such humble beginnings of a pack away nursery to standing here today and being part of the thriving Kindergarten and Infants school that has become one of the five schools of Dulwich College.

Our culture of learning through play has always been at the heart of what we do and encourages our children to develop their imagination and explore new experiences in the world around them, all whilst offering a rich and diverse curriculum embedded in the EYFS. We are surrounded by such amazing outdoor spaces and have fantastic resources that underpin our purpose of providing high quality care, building great relationships with our children and families to create a real sense of community.



Alejandro Piorno Lopez  
Early Years Practitioner

I graduated from Salamanca University with an Early Years and Primary degree. I moved from Zamora in the northwest of Spain to London where I have been working in education for the last 6 years. I am currently in my second year at DUCKS. I am a very active, enthusiastic and creative person and very much enjoy working within my team, paying attention to the children's needs and interests and offering them opportunities to develop their potential.

The large Forest School provision is a huge asset to the environment and to the children at DUCKS. I have recently been given the opportunity to complete my Forest School training and have qualified as an additional Forest School Leader at DUCKS. In addition to this I have taken part in Children's Illustration workshops with the artist and writer, Marta Altés, author of many children's books such as 'Avery'. This has been a very enjoyable experience and has inspired me to one day write and illustrate my own children's storybook.



Emily Lynch  
PA to Head of DUCKS

Moving from banking to the education sector was a transition I thoroughly enjoyed. Being a Personal Assistant in the City, working for a number of senior managers provided me with many years of transferable skills.

I am now in my eleventh year at Dulwich College and have worked under four Head Teachers at DUCKS who have all been excellent leaders. My role as PA to the Head of DUCKS is incredibly varied and my responsibilities have grown over the years, now including DUCKS Co-Curricular Coordinator.

I am proud to work in such a supportive and immensely rewarding role that is not only limited to an office but also supporting the wellbeing of the children.



## Job description

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### Job title

DUCKS Learning Support Teaching Assistant

### Reporting to

Head of DUCKS and DUCKS SENCO

### Period of employment

Permanent

### Hours of work

42.5 hours per week working 8.00am to 5.00pm, Monday to Friday

### Salary

£27,000-£29,000 per annum

### Tasks and duties

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).

### Scope of the position

To work as a member of the SEND team to enable children with specific learning needs to access the curriculum and make progress in their learning.

To support the Head of LS in the provision for children who are awaiting diagnosis/applying for additional help via an ECHP.



To work with colleagues across DUCKS to ensure SEND pupils receive personalised, high-quality and inclusive education.

To work with colleagues across DUCKS, in line with our stated aims of providing;

- A happy environment supported by dedicated and devoted staff
- A secure foundation for future learning and development
- Opportunities to explore a wealth of learning environments both indoors and out which encourage confidence
- An appropriate academic challenge which enables children to realize their potential

### **Key Responsibilities**

Be part of an enthusiastic and skilled team that is committed to making a positive difference to the lives of the pupils and their families. To have experience and knowledge of supporting pupils with SEND, particularly Autism and ADHD, and understand how to implement effective behavioural, emotional, social and communication interventions.

- To work in partnership with classroom teachers, providing support for the curriculum and helping designated pupils overcome barriers to their learning
- Plan, prepare and deliver structured and agreed learning activities, differentiating for the needs of the pupils, providing feedback to the teacher and Head of LST on pupil progress
- Use detailed knowledge and specialist skills to support pupils' learning
- Provide specific programmes of work and support for designated pupils with identified SEND needs across the school e.g. sensory circuits
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/Head of LST
- Assist in escorting and supervising designated pupils on educational visits and out of school activities
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence





- Collate SEND information to assist the Head of LST (observe pupils, attend meetings)
- Assist the Head of LST in arranging and holding EHCP Annual Reviews for designated pupils
- Under the guidance of the Head of LST, set and review SEND targets for designated pupils in line with the SEND Code of Practice (2015)
- Update the notes for designated pupils on the OneNote Learning Hub
- Review the effectiveness of Learning Support Plans and set new targets as appropriate
- Liaise and assist in preparing reports for external agencies

### **General Administrative**

- Use ICT effectively (OneNote), to collect and collate SEND data as directed
- Carry out administrative tasks as directed
- Contribute to SEND report writing
- Contribute to managing where relevant EHCP caseload across DUCKS
- Contribute to SEND policies / development plan / the school website in line with the SEND Code of Practice (2015)
- Attend Learning Enrichment Team meetings and weekly staff meetings
- Liaise effectively and professionally with parents / carers as directed and record on the Learning Hub
- To read and implement the weekly planning documents and deliver personalised learning as required by the class teacher and SENCO for designated children
- On occasion, to take the whole class, but never for an extended period of time, for example never longer than a morning session
- To follow rotas, supervise play and activities
- To be attentive to the designated children's individual pastoral and/or academic needs and communicate these to the class teacher and SENCO
- To offer a caring, warm and approachable manner
- To work in cooperation with colleagues and parents
- To act in accordance with the Code of Conduct and the Staff Handbook, maintaining a professional attitude at all times
- To assist with classroom preparation during Inset Days throughout the school year



- To undertake duties and cover as requested by the Head of DUCKS on a regular and fair basis
- Take part in peer observation and feedback across DUCKS

### **Personal**

- Attend staff meetings and Twilight and INSET training sessions as required. Dates will be provided a year in advance wherever possible
- Participate in appraisals and supervisions
- To be aware of current educational themes and how these might impact on your work at DUCKS

### **Health and Safety**

- Ensure that children are kept safe, and that staff understand, and when necessary,
- follow, Child Protection Procedures
- Undertake a shared responsibility for health, safety and well-being
- Adhere to all Health and Safety policies and procedures
- Be fully aware of all Emergency and Security procedures and complete training as requested
- Complete Food Hygiene Training provided by DUCKS
- Be aware of children who have specific dietary needs according to their medical, religious or the preference of their parents

### **General**

- Promote DUCKS to current and potential parents
- Work with the Head and Deputy of DUCKS and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations
- Adhere to all DUCKS policies and procedures including those on diversity and equality



## 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
- Subsidised accommodation, subject to terms and conditions

### Health & Wellbeing

- Bupa 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)



## Application Procedure

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

**Closing date**

9.00am on Friday 31 May 2024

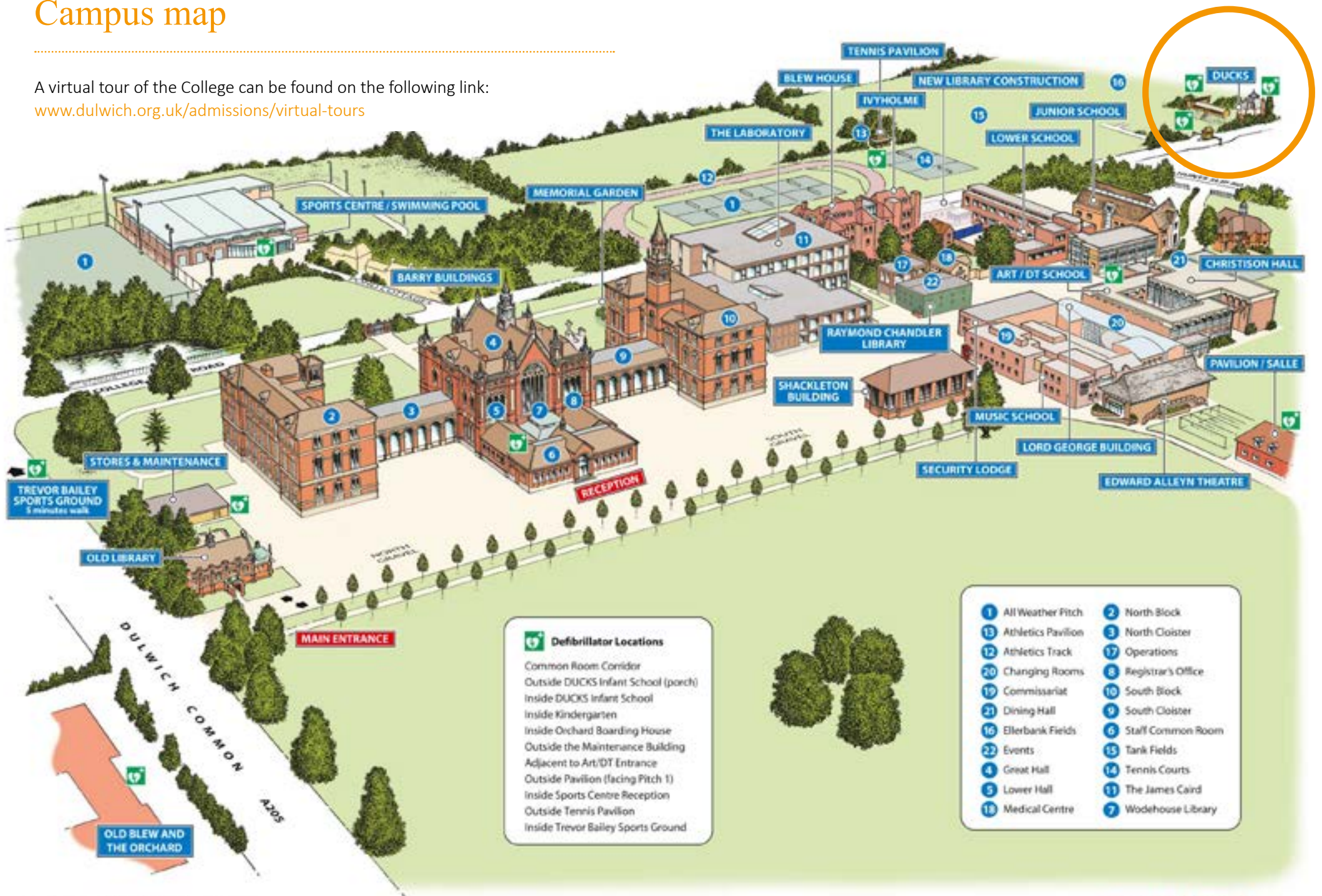
**Interview date**

Tuesday 4 June 2024

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)



**Defibrillator Locations**

Common Room: Corridor  
 Outside DUCKS Infant School (porch)  
 Inside DUCKS Infant School  
 Inside Kindergarten  
 Inside Orchard Boarding House  
 Outside the Maintenance Building  
 Adjacent to Art/DT Entrance  
 Outside Pavilion (facing Pitch 1)  
 Inside Sports Centre Reception  
 Outside Tennis Pavilion  
 Inside Trevor Bailey Sports Ground

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|-----------------------|----------------------|
| 1 All Weather Pitch   | 2 North Block        |
| 13 Athletics Pavilion | 3 North Cloister     |
| 12 Athletics Track    | 17 Operations        |
| 20 Changing Rooms     | 8 Registrar's Office |
| 19 Commissariat       | 10 South Block       |
| 21 Dining Hall        | 9 South Cloister     |
| 16 Ellerbank Fields   | 6 Staff Common Room  |
| 22 Events             | 15 Tank Fields       |
| 4 Great Hall          | 14 Tennis Courts     |
| 5 Lower Hall          | 11 The James Caird   |
| 18 Medical Centre     | 7 Wodehouse Library  |



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Independent School of the Year 2022  
for Contribution to Social Mobility

