

DULWICH COLLEGE
FOUNDED 1619

Information for Candidates

Learning Support Assistant





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Welcome

Dear Potential Applicant

Thank you for your interest in working at Dulwich College. We are a school committed to providing a wealth of opportunities to pupils and colleagues within a nurturing, equitable and caring ethos.

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.

Dulwich College is committed 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. There are currently over 200 pupils at the College benefiting from means-tested bursary support and we have an ambition to increase this number in the years ahead.

Through the work of our Equity, Diversity and Inclusion (EDI) Forums, wider Pupil Voice initiatives and our forward-looking approach to sustainability, our ethos is one of equity, diversity and inclusion for our pupils and colleagues.

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 College. We are committed to providing an excellent place to work where staff can 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

As ever
Dr Joe Spence
The Master



The College

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



Vision, Values and EDI

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.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



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.

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

ISI Report, Nov 2021



The role

The Learning Support Department has become a very significant part of the academic life of the College over the last decade. Dulwich College delivers a fast-moving academic curriculum and pupils are drawn from the top 20% nationally in terms of ability. The department offers assistance and support to pupils who are able to access this academic curriculum, but who may need extra help to fulfil their potential. We respect and celebrate neurodiversity and are experienced in supporting pupils with diagnosed learning differences including dyslexia, dyspraxia, attention deficit hyperactivity disorder and autism spectrum conditions; however, not all the pupils we support have a diagnosis. There are currently over 200 pupils on the Learning Support Register (about 15% of the Senior School population), around 90 of whom receive regular support from a member of the department.

The Senior School Learning Support Department consists of the Head of Learning Support and three Learning Support Teachers, assisted by an Administrator, who work with pupils in Years 7 to 13. We assist pupils in many different ways, including developing reading comprehension and spelling skills, personal organisation, study and revision strategies and social skills. Support is given in one to one sessions or small groups. The department works closely with form tutors, subject teachers and Heads of Year, providing advice on appropriate classroom strategies and delivering professional training on special educational needs.

60+
clubs and societies
representing enthusiasm,
innovation and diversity

150
visiting speakers at the
College every year

200
pupils at Dulwich have free
or subsidised places

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

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School



Job description

Job title

Learning Support Assistant

Reporting to

Head of Learning Support

Period of employment

Permanent/Fixed term

Hours of work

8.15am to 4.00pm, Monday to Friday

Salary

£13.70 per hour

Tasks and duties

We require a full time Learning Support Assistant to work on a one to one basis with a student with an EHCP (Education Health Care Plan)

Core Duties:

- Work as a Teaching Assistant to one student, supporting learning and/ or behaviour in lessons and unstructured times
- Supervise the pupil when out of lessons.
- To lead on particular interventions to ensure the pupil makes good progress
- To keep abreast of and share up-to-date theoretical knowledge and application in SEND to ensure pupils' specific needs are met
- Support with clubs the student may attend
- Taking the child on external trips and visits
- Keep parents up to date, giving a daily breakdown.
- Have lunch with student if needed
- Managing heightened behaviours and keeping the student safe
- Work on academic tasks with student on a one to one basis



The student has an Education and Health Care Plan (EHCP) requiring one to one support and needs to have a flexible approach with the day, so a LSA would be available to support with transitions between lessons, unstructured times and when the student cannot be in lessons as well as in lesson support. The student will require lots of attention, just the right sort of communication, consistency and flexibility in equal measure, and a non-judgemental approach. The LSA will need to be resilient, persistent and solution focussed to meet the needs of the student and to do so they need to wear a lot of hats and be prepared to change them at a moment's notice. You may need to replicate a classroom lesson where the student is unable to be there.

The LSA may be supporting the student in the classroom, working with the child 1:1 or delivering sessions to the student, managing classroom resources, managing heightened behaviours and keeping the child safe, playing board games, conducting science experiments, celebrating success, being part of therapy sessions or reflecting on difficult periods. LSAs facilitate fantastic outcomes for children that may have had very few chances to success in the past. You will have high-quality resources at your fingertips and work with a well-trained and enthusiastic team with a passionate and driven community of specialist professionals to lean on.

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).

Desirable qualifications

- Working with students with Autism Spectrum Disorders (ASD) or Visual Impairments (VI), and/ or Attention Deficit Disorders (ADHD)
- Have Knowledge of Education Health Care Plans (EHCP)
- Teaching lessons in a one to one setting.



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)

“If your child is gifted in one area, they will soar here. If they are a good all-rounder they will be encouraged to be a great all-rounder.”

Parent,
The Good Schools Guide

Application Procedure

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

Closing date

Monday 20 May 2024

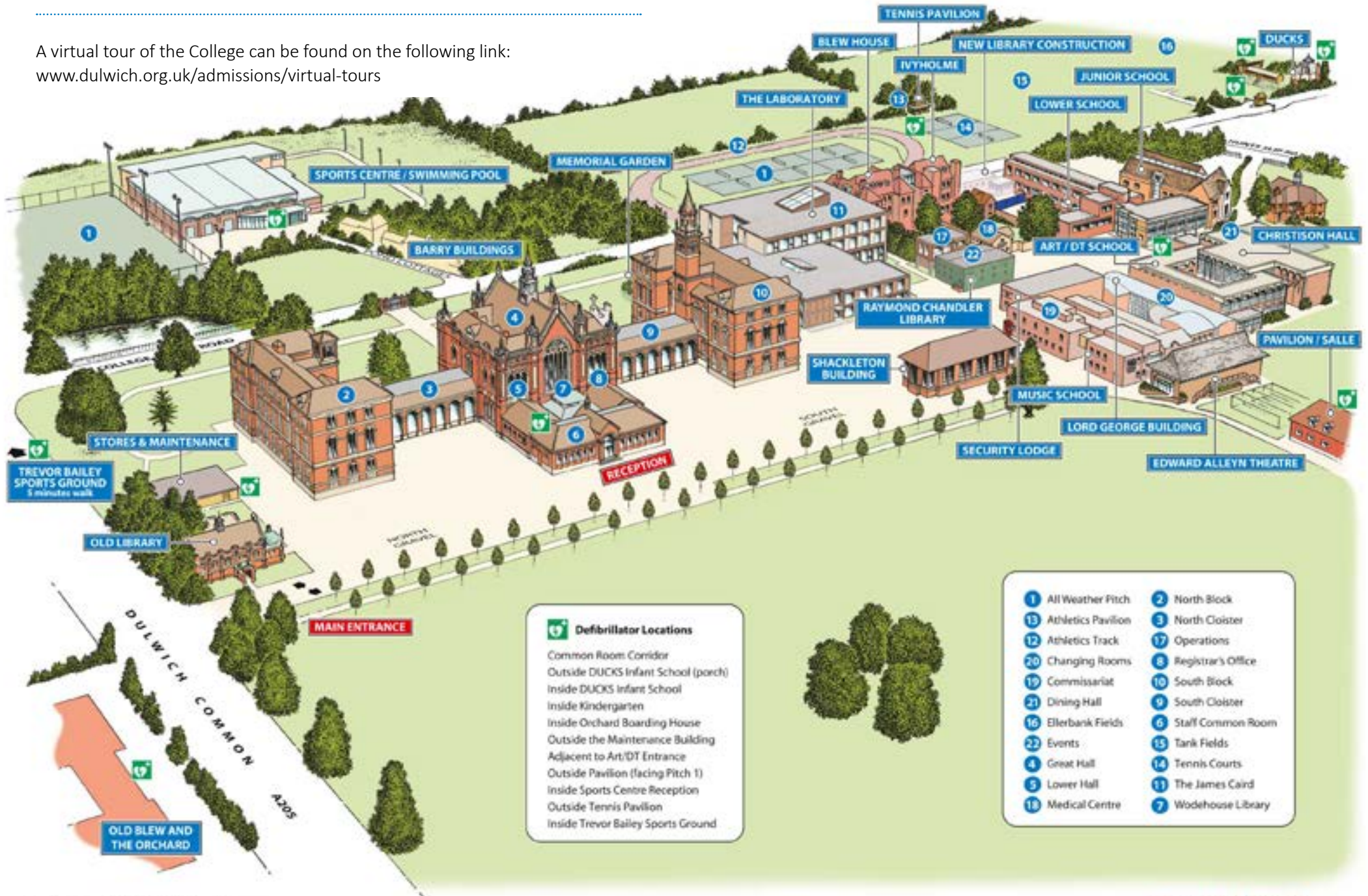
Interview date

Wednesday 22 May 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



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

- | | |
|-----------------------|----------------------|
| 1 All Weather Fitch | 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

