



Appointment of
Sports Graduate Assistant

Full-time, term-time only
Two terms from 28 August 2025 to 19 April 2026
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Sports Graduate Assistant here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About the Role

We are seeking to appoint committed, enthusiastic and conscientious young people as our Sports Graduate Assistants for the start of the Advent term on Thursday 28 August 2025, for two terms.

This post would be ideal for anyone considering a career in teaching as it will provide the opportunity to work within an experienced and highly qualified department. Opportunities for CPD and the chance to gain qualifications relevant to the role will be possible for the successful candidates.

The successful applicants will support the PE and Games 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/games 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 and/or hockey, and experience in coaching or officiating younger pupils would be advantageous, as would an interest in the broader aspects of Sports Science.

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

Duties will be carried out with the support and under the supervision of PE/Games staff.

Key Responsibilities:

- Supporting the Heads of Netball, Football and Hockey with the organisation and management of teams.
- Assisting with the planning, preparation and teaching of Games lessons.
- Managing and supervising school teams (normally KS3 groups) after school and on Saturdays.
- Officiating at school sports fixtures and tournaments.
- Leading lunchtime and after school training sessions.
- Everyday organisational and administrative tasks.
- Supervising pupils on sporting fixtures and trips.
- Working with the department support team, including the technician and administrator, to ensure equipment is orderly, in good condition and accessible.
- Attending department meetings and school briefings.
- Actively supporting the wider co-curricular life of the School as and when directed which may include other aspects of the wider school.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

General:

- Promoting the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, supporting, promoting, and acting within the School's policies and practices about Data Protection.
- Being aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, supporting, promoting, and acting within the School's Safeguarding Policy.
- Undertaking any additional duties, as directed by the Director of Sport, which are within the reasonable capability and responsibility of the Sports Graduate Assistant.

Line Management

The Sports Graduate Assistant is managed on a day-to-day basis by the Director of Sport who oversees and supports this role, and the role holder has free access to the CFO who is ultimately responsible for Operational Staff.



Person Specification

The ideal candidate will have:

Qualifications:

- A degree or equivalent qualification in Sports Science, Physical Education, or a related field.

Experience:

- Proven experience (paid or voluntary) in coaching or assisting in sports activities for children, preferably in an educational setting.
- Experience in organising sports events and competitions.
- Experience in providing support and guidance to students in their physical development.

Skills and Abilities:

- A strong knowledge of various sports and physical education practices.
- Excellent organisational and time management skills.
- The ability to communicate effectively with students, staff, and external partners.
- Proficient in using sports equipment and technology.
- The ability to plan and deliver engaging sports sessions and activities.
- Strong leadership and motivational skills.
- A good level of physical fitness to actively participate in sports activities and handle physical demands.
- An awareness of activities taking place within the Department and across the School.

Personal Attributes:

- A passion for sports and physical education.
- A proactive, flexible and enthusiastic approach to work, with the ability to work independently and as part of a team and the ability to respond to changing priorities and demands.
- The ability to inspire and motivate students.
- Strong problem-solving skills and the ability to remain calm under pressure.
- The ability to maintain a professional standard of appearance appropriate to the role.
- A commitment to continuous professional development.



Working at Alleyn's

Terms and Conditions

This role is based on-site at Alleyn's School in Dulwich, South London, and is offered on a full-time, term-time only, two-term placement from 28 August 2025 to 19 April 2026. The role holder will work 37.5 hours a week to include a Saturday morning (around 4 hours). There may be occasional school events that also require the role holder's presence.

The salary will be £17,696 per annum pro-rata (based on an FTE of £23,874 per annum) and will be paid in monthly instalments.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, 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, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate from Thursday 28 August 2025.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



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 CFO, Mrs Claire Morgan, **explaining in your letter why you are interested in this particular position at Alleyn's 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:

The HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Wednesday 29 January 2025.

If you have any questions you are very welcome to contact Human Resources 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 interviews with relevant colleagues including the Director of Sport. There will also be an opportunity to meet with other relevant staff. Please note that references may 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.

