



ALLEYN'S
JUNIOR SCHOOL

Appointment of

Learning Support Assistant (Maternity Cover)

Part-time, term time only from 28 January 2025

Information for Applicants

Letter from the Head of the Junior School

Dear Applicant

Thank you very much for your interest in the position of Learning Support Assistant. Alleyn's Junior School is a close-knit community and a wonderful place to work. I am the Head, Simon Severino, and I am writing to you to explain why I think it is so special.

Alleyn's Junior School caters for children between 4- and 11-years old and is part of Alleyn's School, a 400-year-old co-educational independent school on a 30-acre campus in the heart of Dulwich, South London. Whilst the children embrace the school's shared facilities, including acres of grounds with a breath-taking view of the City of London, a highly-regarded 300-seat theatre and our much loved swimming pool and numerous sports facilities, they also benefit from a self-contained junior school community, in its own beautifully redeveloped and architecturally recognised buildings. This means that every child is seen as the individual they are and able to find their feet quickly on their school journey. Helping children to find their thing and be all that they can be is very much our shared goal.

We are well known for being an academically selective and highly performing junior school. Most importantly though, we offer our children a broad, holistic education so that they can discover their passions and build the foundations for a lifelong love of learning. Working at Alleyn's Junior School, you'll find yourself working with bright, curious and engaged children who bring with them the passion, enthusiasm and creativity that makes every lesson unique and inspiring. Whatever their interests might be, we fling open the doors for them!

Life is full and busy here at Alleyn's Junior School, as children throw themselves into a full range of sport, music, dance, drama, art and other cocurricular clubs. Because they automatically receive a place at the Senior School, they have the time and the space to be children, to explore learning for learning's sake and to find the joy of discovery and enlightenment through the academic curriculum, our cocurricular offer, our House system which extends from reception through to Year 6, and through copious amounts of play.

As a team, we are one staff, coming from both independent and state settings and working closely together, whether we are teachers or play an operational role. We love to work as a team for our school events. Whether it's our annual Year 6 play, our infant nativity, our comedy show *A Bit of a Laugh* and our *Alleyn's Junior School's Got Talent* competition, staff come together to play their part. Because we work together in every aspect of school life, we enjoy a strong bond, regular social events and a shared common space. There is a real sense of camaraderie and true partnership, with everyone supporting each other, and there are plenty of opportunities for development and progression.

The Alleyn's Junior School community is inclusive and welcoming, and we work in partnership with our parent body, who regularly come on site before and after school, as well as for events, coffee mornings and workshops. Diversity and inclusivity are very important to us, and this is something we as staff have worked closely with parents on, to make sure that children understand from an early age that diversity is a cherished and important part of life and that their experience at school reflects that. The genuine diversity of pupils is reflected in the diversity of our staff body.

The informality, the warmth and the unpretentious approach at Alleyn's Junior School really is infectious, and I hope you will feel it the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school, on the contrary we have an unpretentious warm, energy, that permeates through every classroom.

I am delighted that you are interested in Alleyn's Junior School, and I look forward to reading your application.

Yours faithfully



Mr Simon Severino
The Head (Junior School)



About The Role

Thank you for your interest in the role of Learning Support Assistant at Alleyn's Junior School. We are seeking a dedicated and compassionate Learning Support Assistant to join our team on a part-time (four days a week), maternity cover basis from 28 January 2025 for one year. Working closely with the Head of Learning Support, you will play a crucial role in supporting students with a range of learning needs, including literacy, Maths, and Speech & Language.

This role involves working one-on-one, in small groups, and within the classroom setting to help pupils achieve their academic goals. You will collaborate with teachers, parents, and specialists to ensure each child receives tailored support, while fostering their independence and confidence.

This is an exciting opportunity for someone who is passionate about making a positive impact in children's education and development.

The Learning Support Department

The department is led by the Head of Learning Support who line manages a Learning Support Assistant and a Speech and Language Therapist (who works one day per week). All three share an office that is adjacent to two purpose built small classroom spaces where the majority of lessons are conducted. Some lessons might be for individual children or in pairs or small groups.

In a typical year, there will be about 25-30 children who are being supported by the department, but that can change depending on the school's needs. All of the children have successfully impressed at their admissions assessment and so they are academically able. However, during their educational journey in the Junior School, needs naturally transpire. Alleyn's Junior School caters for all four areas of need according to the SEND Code of Practice (Cognition and Learning; Communication and Interaction; Social, Emotional and Mental Health; Sensory and Physical).

Learning support lessons are included in the fees and are not an additional cost to parents.

Duties and Responsibilities

Supporting Teaching and Learning (under the direction of the Head of Learning Support)

- Support pupils on a one-to-one basis, in groups or in the classroom, for literacy, Maths and Speech and Language needs (suitable training will be provided for the latter by the School's Speech & Language Therapist), as directed by the Head of Learning Support;
- Highlight weaker readers to the Head of Learning Support, identified through guided reading, either one-on-one or with groups;
- In consultation with the Head of Learning Support, liaise with teachers and parents about individual pupil progress;
- Assist children in achieving specific academic outcomes under the direction of the Head of Learning Support and in conjunction with teachers;
- Prepare and provide stimulating resources and visual aids for pupils;
- Assist pupils in gaining more independence with school tasks;
- Provide encouragement to pupils with specific learning needs;



- Help implement learning strategies as directed by classroom teachers and the Head of Learning Support;
- Provide a written record of activities and outcomes of lessons in accordance with targets set by Head of Learning Support and class teacher;
- During a weekly meeting with the Head of Learning Support, evaluate all lessons and agree next steps for each child and lesson plans;
- Lead phonics sessions as required;
- Keep a weekly record of lessons and activities undertaken;
- Contribute to weekly departmental meeting, reflecting on the department's activities in relation to objectives, with the Head of Learning Support and the Speech and Language Therapist;
- Order and audit resources as required, e.g. handwriting scheme resources.

General

- Be part of the duty rota supervising children at morning and afternoon break, and whole school lunch playground;
- Occasionally take the register if requested by the class teacher;
- Run a co-curricular club once a week;
- Help mount and display children's work;
- Attend training courses appropriate to the role as recommended by the school;
- Assist with special school events which sometimes falls on a Saturday;
- Attend and take part in staff inset days;
- 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 policies and practices about artificial intelligence and 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;
- In conjunction with all staff of the school, support, promote and act within the school's Safeguarding Policy.

Pastoral Care

- Work collaboratively with the class teachers to provide consistent expectations of behaviour and levels of welfare support;
- Be a port of call for children to talk to;
- Accompany children on school outings and be available for wider school residential trips as negotiated and deemed necessary and possible.

Any additional duties, as directed by the Head of Learning Support which are within the reasonable capability and responsibility of the Learning Support Assistant.

Our Values (the Alleyn's ROCCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Line Management

The Learning Support Assistant is line managed by the Head of Learning Support.

Person Specification

The ideal candidate for the Learning Support Assistant role will be caring, patient, and adaptable, with a genuine passion for supporting children's educational development. You will have strong communication and interpersonal skills, allowing you to effectively collaborate with teachers, parents, and specialists, and provide encouragement to pupils with specific learning needs. Experience working in a school environment or with children who require additional support is desirable. A proactive attitude, the ability to work independently and as part of a team, and a commitment to fostering a positive and inclusive learning environment are essential.

The successful applicant should:

- Understand and espouse child protection practice and should be committed to safeguarding and promoting the welfare of children. They should enjoy working with primary-aged children, understand their particular needs, be patient and flexible while upholding the ethos of the school. They should believe in independent school education and present high standards of appearance at all times as appropriate to the role;
- Be enthusiastic individuals with a proven track record of successfully working with primary-aged children, notably those who have learning differences. Candidates should be suitably qualified and/or experienced for this role. They must have some knowledge and understanding of the National Curriculum. Applicants should have experience of best practice when supporting children with learning differences;
- Have excellent organisational skills, integrity, understand the need for confidentiality and be able to work well within teams, notably under the direction of the Head of Learning Support. They must be able to establish a collaborative and respectful relationship with class teachers and also be able to use their own initiative;
- Have the ability to work flexibly, efficiently and to deadlines. The applicant will need to be understanding of the busy and ever changing Alleyn's school day and will need a good dose of flexibility and humour. The post-holder will be discreet, but friendly and approachable, actively encouraging and supporting staff, children and parents. They should believe in the value of independent school education;
- Be proficient in using IT.



Working at Alleyn's

Terms and Conditions

This is a part-time, term-time only position, working four days per week. The role is based on 30 hours per week, with standard working hours from 8:00 am to 4:00 pm. It is a fixed-term appointment for one year, starting from 28 January 2025, to cover maternity leave. There will be other occasional School events that also require the role holder's presence, e.g. inset days, September open day, for which the role holder will be paid overtime.

The salary for this role will be between £17,790 and £20,755 per annum pro rata depending on skills and experience (based on an FTE from £30,000 to £35,000 per annum) and will be paid monthly.

The school offers 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 Tuesday 28 January 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 Junior School Head, Mr Simon Severino, **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:

Mr Simon Severino, Head, Alleyn's Junior School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Monday 4 November 2024.

If you have any questions you are very welcome to contact the HR department by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the school week beginning **Monday 11 November 2024**. This will consist of interviews with relevant colleagues including the Head of Learning Support. 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.



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