



Appointment of  
**Education & Welfare Officer**

Full-time and Part-time roles, term-time only  
to start on 29 August 2024  
Information for Applicants

# Letter from the head

## Dear applicant

Thank you very much for your interest in the position of Education & Welfare Officer 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 not that long ago! You'll know from the 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 inspiringly 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. We were 16th in the national league tables for GCSE results this year, for example. 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.

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 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. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! 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 very much hope that you will enjoy applying for a role here and 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

The Education Welfare Officer will play a role in supporting the Deputy Head Pastoral, Heads of Section and The functions of 'The Well' in delivering the pastoral systems and structures of the school. They will work at the very forefront of both our restorative and proactive pastoral provision. The successful candidate will make up part of the evolving safeguarding team supporting some of our most vulnerable children and working with the DSL to make referrals and liaise with external agencies while tracking our internal safeguarding/pastoral support processes.

The successful candidate will play an important part in driving the schools' pro-active positive pastoral initiatives, engaging all pupils in agency around mental fitness and support in providing opportunities for pupils to make the very best of their time at Alleyn's. They will be a visible, approachable and accessible member of the pastoral team, putting themselves at the heart of the Alleyn's pupil experience and developing strong relationships with staff, pupils and their parents.

This multifaceted and challenging role provides an opportunity to play a part in the exciting evolution of Alleyn's Pastoral care strategy as we seek to position ourselves as sector leading in this crucial aspect of our work.

Based out of 'the Well'; our home for pastoral care here at Alleyn's, the role will also support this crucial work, including covering for administrative and reception functions for this very busy building.

The role will fundamentally entail supporting Alleyn's students with pastoral or in some cases safeguarding concerns through a range of mechanisms.

## Responsibilities include:

- Work with the DSL, DDSL's, and the Deputy Head Pastoral in implementing an Education Welfare Officer (360) care strategy.
- Support the safeguarding team in the process of referrals and administration of safeguarding processes – this will include relevant training to a DSL level.
- Support the pastoral systems of the school, working closely with Heads of Year and Heads of House in the administration of pastoral record keeping and implementation of pastoral processes.
- Work with a number of students requiring regular support including working 1 to 1 or in small groups with pupils.
- Work with pupils and other staff such as nurses, pastoral leads and counsellors as part of our restorative processes.
- Support the work of the Attendance officer in ensuring accuracy around pupil attendance and whereabouts.
- Work with Heads of Section and Heads of House in the support of students with more complex needs, including meet and greet processes and if necessary, scheduled home visits.
- Be a constant and visible presence amongst the community at breaktimes, lunchtimes or in leading and overseeing activities at 'The Well' to enable pupil access to supportive conversations. This may include leading assemblies to year groups, sections or the whole school.
- Attend school events as required and support pupils as appropriate.
- Play a part in the school's extensive co-curricular activities.
- Work closely with the Access, Inclusion, and Mentoring (AIM) department to enable their work through 1 to 1's where there is a pastoral overlap.
- Assist in the delivery of a meaningful and impactful student 'vertical' and peer support programme.





## Medical Room and Administrative duties:

- Provide cover for breaks, lunch and days where there is no cover on the reception desk for the Well, ensuring pupils are checked in correctly in line with current school procedures, and are recorded correctly.
- Ensure that all digital pastoral records are updated in a timely and accurate manner.
- Manage through the operations of 'the Well' pupils with pastoral needs who require space and time out of class. Arrange appropriate support if pupils need additional help.
- Notify the nurse of anyone appearing to need urgent assistance.
- Be willing to undergo and maintain First Aid Training.

## General:

- 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 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.
- Be aux fait with safeguarding requirements and procedures. In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Deputy Head Pastoral or the DSL which are within the reasonable capability and responsibility of the Education Welfare Officer.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness



# Person Specification

The role would suit someone with strong administrative and communication skills who can support the work of student leadership, voice and wellbeing. It is likely, therefore, that the candidate will have had experience of working with young people.

The School would also expect that any candidate was keen to contribute to the schools continuing determined efforts around EDI. In addition, the candidate will have enthusiasm to contribute to or lead aspects of Alleyn's extensive co-curricular activities including trips overseas or in the UK.

We are looking for:

<b>Education and Qualifications</b>	A relevant qualification in education, social work, counseling or related field. First aid trained is desirable.
<b>Experience</b>	Experience of working in an alternative education/clinical mental health setting and of working with children in a pastoral context. Knowledge of safeguarding procedures and child protection regulations.
<b>ICT</b>	Expert knowledge of administrative ICT with proficiency in MS Office packages (Word, Excel, PowerPoint).
<b>CPD</b>	Willingness to learn new skills and participate in ongoing training and development opportunities.
<b>Ability to Work with Children</b>	Ability to regularly assist children with day-to-day-issues.
<b>Managing Relationships</b>	Ability to assist and work well with colleagues, including managing difficult situations and to form and maintain important relationships with parents, visitors and third parties. Excellent customer service skills are especially important.
<b>1:1 Oral Communication Skills</b>	Ability to communicate complex or sensitive information and communicate professionally in spoken English.
<b>Written Communication Skills</b>	Ability to draft e-mails, letters etc to a professional standard.
<b>Organisational Skills</b>	Ability to organise and prioritise work on a day-to-day basis.
<b>Time keeping &amp; Flexibility</b>	Must be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
<b>Attention to detail</b>	Ability to identify problems with your own immediate work, including the accuracy of numerical and written data and to correct or report these issues to others.
<b>Enthusiasm/Motivation</b>	Enthusiastic and self-motivated, actively seeking to further the School's best interests.
<b>Awareness of whole-School Activity</b>	Awareness of activities taking place both within the Department and across the School and the ability to draw links and plan work accordingly.
<b>Confidentiality &amp; Discretion</b>	An awareness that the role holders position regularly gives them access to information which cannot be shared externally or internally and an understanding of the importance of safeguarding data. Ability to maintain confidentiality and handle sensitive issues with discretion.
<b>Analytical/Judgement skills</b>	Ability to analyse data or use own judgement to determine the correct course of action.
<b>Problem Solving Skills</b>	Ability to solve problems that may significantly impact on others.



WELL  
HEALTHY

# Working at Alleyn's

## Terms and Conditions

**Role 1:** The job is available on a full-time, term time only basis. The core hours are based on 35 hours per week, excluding a 30-minute unpaid lunch break. The hours are to be worked over five days a week, Monday to Friday (8:30 am to 4 pm). The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be £20,755 - £22,830 based on experience per annum and will be paid over twelve-monthly instalments (based on a salary of £30-33k per annum full-time).

**Role 2:** The job is available on a part-time, term time only basis. The core hours are based on 20 hours per week. The hours are to be discussed at interview, but we expect them to be 10 am to 2 pm, Monday to Friday. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be £11,860 - £13,046 based on experience per annum and will be paid over twelve-monthly instalments (based on a salary of £30-33k per annum full-time).

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a 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.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate from 29 August 2024 or at the completion of their due term of notice.

## 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](http://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 COO, Guy Collins-Down, **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](mailto:jobs@alleyns.org.uk).

Alternatively, they can be posted to:

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

**The deadline for applications is midday on Monday 29 July 2024.**

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or by phone on 020 8613 5016.

## Interviews and Appointment

Interviews will be conducted at the School week commencing **Monday 5 August 2024**. This will consist of interviews with relevant colleagues including the Deputy Head Pastoral. 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.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU

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