



DULWICH PREP LONDON

Values & Academic Excellence since 1885



EARLY YEARS PRACTITIONER (FIXED TERM)

CANDIDATE INFORMATION



HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be the Head Master of Dulwich Prep London and introduce you to this incredible school. For over 130 years, the school has inspired generations of boys aged 3 to 13 (and Nursery-aged girls) to fulfil their dreams and aspirations.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, our broad and enriched education will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion in their decision-making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson
Head Master





OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success. Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and always to have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

ABOUT US

Since 1885, Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK, with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+
Senior School
Destinations



200+
Scholarships
Awarded
2020-2022

150+
Co-curricular
Clubs, Activities
and Trips



20+
Musical Ensembles
15+
Stage Productions



25+
Acres of Open
Space and a
Swimming Pool



10+
Sports
Played at Every
Level

7.00am - 7.30pm
Wrap Around
Care



12+
School
Community
Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad expertise to provide our pupils the highest quality education. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep London Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

JOB DESCRIPTION

To carry out the functions of an Early Years Practitioner (EYP) at Dulwich Prep London in accordance with the aims and objectives of the Early Years Section. This role reports to the Head of Early Years.

DUTIES & RESPONSIBILITIES

BEFORE & AFTER SCHOOL CLUB

- Create and manage a safe, caring, fun, active, purposeful and stimulating environment which supports the children's well-being.
- Plan for and provide a varied programme of activities, both inside and outside.
- Know and follow the 'Wrap Around Care' Procedures and Risk Assessments and review them as necessary.
- Liaise with the Section Secretaries about bookings, medical information and allergies, and the Director of Operations and Head of Early Years about other aspects such as: maintenance, resources and budget.

PLAYTIME AND LUNCTIME

- Take an active lead in planning and organising purposeful play in the playground.
- Have a good understanding of young children's development needs and how play can support this.
- Plan resources for playtime and rotate activities where necessary.

TEACHING AND LEARNING

- Assist the teachers in identifying clear teaching objectives and learning outcomes with appropriate challenges, and high expectations and taking into account the children's interests and the School's schemes of work.
- Assist the teachers in delivering high-quality differentiated lessons across Early Years curriculum, managing groups or individual pupils and ensuring all learners have equal opportunities.
- In collaboration with the teachers, observe, assess and track children's attainment and contribute to reporting procedures.
- Promote the inclusion and acceptance of all pupils within the classroom implementing targets for individual children.
- Promote high standards of behaviour among the pupils, safeguarding their health and safety.
- Occasional supervision of the class, focusing on maintaining good order, under the guidance of teaching staff and within an agreed system of supervision.

- On occasion to work or supervise one to one with a child who may require additional support.

TRAINING & DEVELOPMENT

- Participate in staff meetings and CPD training sessions.
- Regularly reflect on one's own practice.
- In collaboration with the Head of Early Years, participate in the performance review process setting personal targets and taking responsibility for own professional development.
- Attend relevant courses in order to update knowledge as required.

GENERAL REQUIREMENTS

- Actively contributing to the School's responsibility for safeguarding children and promoting their welfare.
- Support the school's vision in helping our children follow our behaviour policy.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Promote positive partnerships with children, parents and colleagues.

- Meet the physical and medical needs of pupils whilst encouraging independence wherever possible.

- Attend all major Early Years events such as Open Days, Sport Da and Parents' Evenings and contribute to entrance assessments days as required.

- Promote the good name and reputation of the School.

KEY SKILLS & KNOWLEDGE

- Knowledge of the Department of Education Early Years Foundation Stage curriculum and statutory requirements.
- Knowledge and understanding of safeguarding procedures.
- To be IT literate.
- Holder of a Level 3 qualification, which is deemed to be 'full and relevant' by the Children's Workforce Development Council and therefore counts towards EYFS staff-to-child ratios.
- To hold paediatric first aid qualification or be prepared to attend training to achieve.

PERSONAL COMPETENCIES & QUALITIES

- A genuine passion for Early Years and good quality 'play'.
- Proven ability to care for and inspire pupils and good classroom management skills.
- Enthusiastic individual possessing drive, commitment and perseverance.
- Ability to understand and focus on what needs to be delivered. Planning and prioritising a variable workload with an organised but flexible approach.
- Team focused, sharing skills and knowledge to promote good practice.



TERMS & CONDITIONS

- Core school hours, 8.00am to 5.00pm each day.
- All INSET days and major school and departmental events, such as Open Day, Settling In Days, Sports Day and parents' evenings.
- Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Be called to perform other duties that the Head of Section or Head Master considers reasonable, that is commensurate with the grading and designation of the post.



WORKING AT DULWICH PREP LONDON

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and teaching journey. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step to achieve your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, participating in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with Initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep, where hidden talents are celebrated.

REMUNERATION

- Competitive Salary of £23,035 to £31,520
- Generous defined contribution pension scheme.
- Life assurance.
- Free school lunches.
- Enhanced sickness, maternity, paternity and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

APPLICATION & INTERVIEW PROCESS

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to Tamsin Hutson, HR Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Sunday 5 November 2023, 12.00pm
- Interview Date: Monday 13 November 2023
- Start Date: January 2024

APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references which are satisfactory to the School
- Verification of identity and qualifications, including evidence of the right to work in the UK
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the School
- Verification of your medical fitness for the role
- Satisfactory completion of the probationary period
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references

EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, online checks and checks with past employers and the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

