



DULWICH PREP LONDON

Values & Academic Excellence since 1885



PRE-PREP TEACHING ASSISTANT

CANDIDATE INFORMATION



HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 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, the broad and enriched education that we provide 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 at the forefront of 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 to always 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 that 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 810 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 range of expertise to provide the highest quality education for our pupils. 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 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

The Pre-Prep Teaching Assistant provides teaching and administrative support, and helps to ensure the smooth running of the Pre-Prep. This role reports to the Head of Pre-Prep.

Duties & Responsibilities

Teaching & Learning: Supporting Teachers

- Assist in the classrooms as timetabled and as directed by the form teacher or Head of Section.
- Assist the teachers to plan, prepare and deliver high quality differentiated lessons across the curriculum in line with the School's schemes of work and adjust plans according to pupils' responses and needs.
- Liaise with the Skills and Strategies team, and other professionals, about Support Plans and to contribute to the planning and delivery of these plans as appropriate.
- Assist the teachers to identify clear teaching objectives and learning outcomes, with appropriate challenges, high expectations and taking into account the children's interests.
- Determine the need for, to prepare, and to clear up resources and activities both indoors and outdoors.
- Assist the teachers to organise and manage groups of children or individual children ensuring differentiation of learning needs, reflecting their abilities, and ensuring all learners have equal opportunities to learn and develop.
- In collaboration with the teachers, to observe, assess and track children's attainment and contribute to reporting procedures.
- Listen to the children read and to promote their interest, enthusiasm and understanding of books.
- Assist in the teaching of reading in accordance with the aims and methods of the Department.
- Promote independent learning and celebrate achievement through child friendly, interactive displays and presentation of children's work.
- Ensure that School policies and Pre-Prep procedures are reflected in daily practice.

Teaching & Learning: Supporting Pupils

- Help create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Promote children's self-esteem and to help them develop confidence in themselves and positive attitudes to learning.
- Promote high standards of behaviour among the pupils, safeguarding their health and safety, encouraging them to interact and work co-operatively together and to take responsibility for their own behaviour.
- Promote the inclusion and acceptance of all children within the classroom.
- Share responsibility for promoting children's personal, social and emotional development with communication and physical skills in all activities.
- Encourage the pupils to have good personal hygiene.
- Assist with self help skills and encourage independence whenever possible.
- Within reason, to cover class teaching responsibilities in the absence of a Class Teacher.
- Support pupils to learn as effectively as possible both in group situations and individually.
- Motivate and encourage all pupils of varying abilities and needs.
- Provide intervention groups for speech and language, reading, spelling, numeracy, fine and gross motor skills, focus and concentration, making appropriate resources to support this.
- Implement consistent and effective behaviour management plans as necessary.

Training & Development

- Regularly review own practice, and in collaboration with the Head of Section, to set personal targets and take responsibility for own continuous professional development.
- Attend relevant courses and learning activities in order to update knowledge as required.

General Requirements

- Be aware of, comply with and promote: Whole School policies (including safeguarding), Pre-Prep procedures and risk assessments and staffing policies and procedures

- Provide administrative support for the Pre-Prep and carry out administrative tasks at the request of the Head of the Pre-Prep.
- Share regular supervisory duties as required, including during breaks and lunchtimes and before and after school care.
- Supervise children on visits, trips and out-of-school activities as required.
- Attend parents' evenings and other meetings with parents if asked by the class teacher.
- Participate actively in staff meetings (inside and outside of normal School hours), INSET days and TWILIGHT training sessions.
- Be flexible in approach to the School day and week, undertaking different tasks as required.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Actively promote positive, courteous relations with children, parents and colleagues.
- Maintain good order and discipline among pupils and support and contribute to the School's responsibility for safeguarding their children.
- Promote the good name and reputation of the School.

Key Skills & Knowledge

- Knowledge of the curriculum and a Level 3 Teaching Assistant qualification.
- Strong knowledge of supporting the teaching of phonics.
- Experience of RWI would be an advantage.
- Knowledge and understanding of safeguarding procedures.
- IT literate and understanding of the role of ICT in class.

Personal Competencies & Qualities

- Be an enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from children, colleagues and parents.
- Possess a proven ability to inspire pupils.
- Be able to plan, prioritise and manage a varied workload.
- Be team focused, sharing knowledge and information with other members of staff to promote good practice.
- Focus on what needs to be delivered, to understand what is needed and to respond promptly.
- Be committed to the highest standards of educational and pastoral care for all pupils.

WORKING WITH US

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 journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part 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: £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.

Hours of Work

- Core School hours, when Teaching Assistants are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.
- Attendance at all INSET days and major School and departmental events, such as Open Day, 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.
- Teaching Assistants may be called to perform other duties that the Head Master considers reasonable, that are commensurate with the grading and designation of the post.

Application and 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: Monday 15 April 2024, 12.00pm
- Interviews Date: Week Commencing 22 April 2024
- Start Date: Autumn 2024

Appointment

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

- Receipt of at least two references that 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), 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 and 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.

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.

Candidates will only be assessed against relevant criteria (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 children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

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