

AFTER SCHOOL CARE SUPERVISOR

REQUIRED FROM 29 AUGUST 2024

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all pupils and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD OF JUNIOR SCHOOL

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact recruitment@jags.org.uk if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - ♦ Competitive salary
 - ♦ Pension Scheme with 10% employer contribution
 - ♦ Free onsite parking
 - ♦ Free gym membership with discounted family rates
 - ♦ Employee Assistance Programme
 - ♦ Free lunches
 - ♦ Free access to the Dulwich Picture Gallery
 - ♦ School fee discount
 - ♦ Cycle to work scheme
 - ♦ Interest-free computer loans
 - ♦ Interest-free transport season ticket loans

AFTER SCHOOL CARE SUPERVISOR

THE ROLE

JOB TITLE:	After School Care Supervisor
TERMS & CONDITIONS:	Term time only, 15 hours per week, 3pm to 6pm, Monday to Friday
SALARY:	Full time equivalent salary £23,000 - £24,000 per annum depending on qualifications and experience. Actual salary £7,559 - £7,929 per annum

Overview

The postholder will support the welfare, care and safety of the pupils in After School Care (3.00pm – 6.00pm) and prepare, organise and supervise a range of interesting, stimulating and age-appropriate activities including arts and crafts and games for children aged 4 - 7 years.

The ideal candidate will enjoy working with children and have previous experience of working with young children.

Main responsibilities

- Prepare, organise and supervise a range of interesting, stimulating and age-appropriate activities including arts and crafts and games for children aged 4 – 7 years.
- Ensure the health and safety of pupils through checking that equipment, activities and the site are acceptable to use.
- Ensure that the arrival and departure of children is properly recorded and monitored.
- Liaise with parents, carers and other visitors, making them feel welcome visiting the site and ensuring they receive appropriate information and advice.
- Supervise the provision of a healthy snack for the children in the session.
- Ensure areas are left clean and tidy at the end of the session.
- Foster interest in and enthusiasm for learning amongst the pupils.
- Actively engage with the pupils during the sessions.
- Take responsibility for the safeguarding of all pupils in the sessions.
- Undertake any other reasonable tasks commensurate with the role.

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PERSON SPECIFICATION

Operational Excellence

- Previous experience of working with young children
- A minimum of a level 3 qualification e.g. NVQ, NNEB or CACHE in Early Years or Qualified Teacher Status
- The ability to interact sensitively with other workers and children, and promote a positive working environment
- Skills in guiding children in their play is desirable
- The ability to work on their own initiative
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change
- Kind, helpful and open minded
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- A good sense of humour and a positive approach to their work

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Pre-Prep, Elizabeth Channon Elizabeth.channon@jags.org.uk will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE.

Closing date : **Midday on Tuesday 14 May 2024**

Interviews : **Tuesday 21 May 2024**

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

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