

TEACHING ASSISTANT AND BREAKFAST CLUB SUPERVISOR

REQUIRED FOR 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. 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 students 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

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 contributions
 - 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

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THE ROLE

JOB TITLE:	Junior School Teaching Assistant and Breakfast Club Supervisor
TERMS & CONDITIONS:	Full Time Term time only, 41.25 hours per week 7:30am to 4:30pm (with 45 minute unpaid lunch break)
SALARY:	Full Time Equivalent Salary – up to £31500 per annum, based on qualifications and experience Actual Salary – up to £28,620 per annum for working 41.25 hours per week for 35 weeks per year
RESPONSIBLE TO:	Head of Junior School

Overview

The purpose of this role is to work both in the classroom and outside on the sports field, supporting teaching and learning across Years 3 – 6 primarily. The post holder will provide administrative support to the teachers and facilitate sports sessions. In addition, they will lead the Junior School Breakfast Club each morning, ensuring that each child is ready for the day ahead.

Main responsibilities

- To assist and support the Class Teachers with all classroom activities to support children's learning.
- To assist in teaching pupils both in the classroom, in smaller groups and outside the classroom.
- To assist the teacher in the pastoral care of the pupils.
- To be aware of all the children's needs and act accordingly, using initiative and advice from staff.
- To help in the planning of the weekly timetable and to discuss, share ideas and organise the resources needed including those for displays.
- To oversee and lead Breakfast Club for Junior School pupils from 7.40 – 8.25am each day and/or collect children from coaches and deliver children to coaches safely
- To welcome pupils, ensuring dietary requirements are met and ensuring safe dismissal of pupils from Breakfast Club each day
- To be aware of all the children's needs and act accordingly, using initiative and advice from staff
- To communicate well with the Class Teachers and be flexible towards their needs.
- Occasionally to take the whole class if appropriate
- To help in the planning of the weekly timetable and to discuss, share ideas and organise the resources needed, including those for displays
- To accompany the year group/class on trips or visits
- To attend school functions as appropriate (e.g. Founder's Day, Open Day, Sports Day) and others requested by the Head of Prep
- To attend departmental meetings, staff meetings, Parents' Evenings, etc. and other meetings as necessary for teaching, pastoral or other duties including before and after school
- To undertake First Aid training if required

- To undertake any other required staff training, CPD and Annual Review
- To undertake other duties as directed by the Head of Junior School

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PERSON SPECIFICATION

Operational Excellence

- Previous experience of working within a similar role
- A minimum Level 3 qualification in Early Years/Childcare is essential.
- First Aid Certificate or willingness to undertake first aid training (desirable)
- National Rescue Award for swimming teaches & coaches or willingness to undertake this (desirable)
- Level 1 or 2 swim instructor qualification or willingness to undertake this (desirable)
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- 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
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- 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 Junior School, Victoria Goodson, via Olivia Meadows; PA to the Head of the Junior School (Olivia.meadows@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 telephone the recruitment team on 020 8693 1181.

Closing Date: Midday on Tuesday 21 May 2024

Interview Date: Friday 24 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.

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Ages 4-18

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