

Information for Candidates

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After School Care Assistant (DUCKS)





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# Welcome

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Dear Potential Applicant

Thank you for your interest in working at DUCKS, Dulwich College. We are a school committed to providing a wealth of opportunities to all children and colleagues within a nurturing, equitable and caring ethos, and to an ambitious educational vision and social mission. Our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

DUCKS children are characterised by their enthusiasm for learning, their ability to embrace opportunities beyond the curriculum, think creatively, and ability to work diligently. Our broad and balanced academic curriculum reflects these aims with its emphasis on the development of independent, creative thinking based on practical knowledge and conceptual understanding. We provide a secure yet challenging environment, which encourages participation, curiosity and enquiry. You will see this philosophy being adopted from the youngest of our pupils at DUCKS and the Junior school to those that are about to leave the senior school where we also look to embed Free Learning at the heart of what we do in the classroom.

DUCKS and the Junior School have their own management teams but academic policy and teaching and learning matters throughout the College are discussed at fortnightly meetings of the Educational Leadership Team.

Do read the profiles of some of our DUCKS staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich. DUCKS, Dulwich College is an excellent place to work where we help staff develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)

Dr Joe Spence  
The Master  
Dulwich College

Jo Parker  
Head of DUCKS



## DUCKS Kindergarten & Infants' School

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DUCKS is a coeducational Kindergarten & Infants' School offering an exceptional setting for children aged 6 months to 7 years of age. Surrounded by green open spaces, our dedicated and highly skilled team create a caring and nurturing environment where children grow in confidence as they start that all important learning journey.

The DUCKS campus is a short walk from the main College, offering an atmosphere of security and space for the youngest pupils. Both the Kindergarten and Infants' School are self-contained buildings and adjoining them are playgrounds, sports pitches and extensive playing fields. There is also a pond and an orchard, used for forest school.

Learning through play, learning through the environment and learning through meaningful and engaging experiences are key elements that build the foundations for a love of learning.

Our academic record is excellent and when our Year 2 children move on to their next schools, we are there to support and guide families through this process. We follow the progress of our DUCKS children carefully to create fruitful and effective transitions to future schools both in and out of London

DUCKS benefits from all the College facilities including the swimming pool, Edward Allyn Theatre and the Laboratory.

Further information about the College can be found on our website [www.dulwich.org.uk](http://www.dulwich.org.uk)

35+  
destination schools  
for Year 2 leavers  
over the last 5 years

30  
the number of years  
DUCKS has been open

22  
Forest School hours every  
week for children at DUCKS



## Vision, Values and EDI

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### Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

### Values

Our values are:

Equity for all;  
Respect for all; and  
Service engagement of all.

Through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

### Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Tayo Davy  
PE Co-ordinator

I began my Dulwich College journey as a pupil at the College. During and after my time at university I was fortunate enough to work in the Operational Department in both the Events and Sports Departments. My experience of Dulwich life has been fun, varied, educational and extremely wide-ranging.

For over a dozen years I have had the fortune to work at DUCKS as the PE Co-ordinator. My secondary role, though minor, is as a Swimming coach for the Junior and Senior School. I am able to see young athletes progress from picking up a ball, making their first catch or learning how to do their first strokes in the pool, to progressing their passion for sport as they grow. DUCKS has allowed me to grow as a teacher and broaden my outlook to be much more community facing. Through sport the DUCKS children learn transferable skills including being comfortable and confident when facing challenges.



Tracey Greenwood  
Assistant Kindergarten Manager

Straight after graduating as a qualified Child Care Practitioner, I applied for a role at DUCKS. At that time, the Kindergarten was just a year old. It is hard to believe that was almost 30 years ago. Since then, I feel proud to have played a part in what has been an incredible journey. From such humble beginnings of a pack away nursery to standing here today and being part of the thriving Kindergarten and Infants school that has become one of the five schools of Dulwich College.

Our culture of learning through play has always been at the heart of what we do and encourages our children to develop their imagination and explore new experiences in the world around them, all whilst offering a rich and diverse curriculum embedded in the EYFS. We are surrounded by such amazing outdoor spaces and have fantastic resources that underpin our purpose of providing high quality care, building great relationships with our children and families to create a real sense of community.



Alejandro Piorno Lopez  
Early Years Practitioner

I graduated from Salamanca University with an Early Years and Primary degree. I moved from Zamora in the northwest of Spain to London where I have been working in education for the last 6 years. I am currently in my second year at DUCKS. I am a very active, enthusiastic and creative person and very much enjoy working within my team, paying attention to the children's needs and interests and offering them opportunities to develop their potential.

The large Forest School provision is a huge asset to the environment and to the children at DUCKS. I have recently been given the opportunity to complete my Forest School training and have qualified as an additional Forest School Leader at DUCKS. In addition to this I have taken part in Children's Illustration workshops with the artist and writer, Marta Altés, author of many children's books such as 'Avery'. This has been a very enjoyable experience and has inspired me to one day write and illustrate my own children's storybook.



Emily Lynch  
PA to Head of DUCKS

Moving from banking to the education sector was a transition I thoroughly enjoyed. Being a Personal Assistant in the City, working for a number of senior managers provided me with many years of transferable skills.

I am now in my eleventh year at Dulwich College and have worked under four Head Teachers at DUCKS who have all been excellent leaders. My role as PA to the Head of DUCKS is incredibly varied and my responsibilities have grown over the years, now including DUCKS Co-Curricular Coordinator.

I am proud to work in such a supportive and immensely rewarding role that is not only limited to an office but also supporting the wellbeing of the children.

“Pupils are exceptionally adept at developing learning styles that suit them individually”

ISI Report, Nov 2021



## The role

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The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and our co-educational Kindergarten and Infants' school at DUCKS.

DUCKS children are characterised by their enthusiasm for learning and embracing opportunities beyond the curriculum, together with their ability to think creatively and to work diligently. Learning through play, learning through the environment and learning through meaningful and engaging experiences are key elements within DUCKS Kindergarten and Infants' School, facilitating a love of learning. The Children's interest and passion lie at the heart of our robust, high quality Early Years curriculum. Our learning focused environment provides the space needed for children to direct and shape their experiences in partnership with our Early Years specialists.

At DUCKS we provide a secure yet challenging environment which encourages participation, curiosity and enquiry. Free Learning is at the heart of everything we do in the classroom at Dulwich College. It is a philosophy adopted by the youngest pupils at DUCKS and its' continuation is evident throughout the Junior and Senior schools. Although DUCKS and the Junior School have their own Management Teams; academic policy, teaching and learning throughout the entire College is discussed during fortnightly meetings of the Educational Leadership Team.

Do read the profiles of some of our DUCKS Kindergarten & Infants' School staff in this candidate pack, where you will also be able to find details of some of the benefits of working at Dulwich College.

You can find out more about every aspect of a College education and our commitment to our wider community on our website [www.dulwich.org.uk](http://www.dulwich.org.uk) website

We are seeking to appoint an After School Care Assistant to provide support in our ambitious and forward-thinking Infants' School setting. This is an exciting and varied role and is an ideal opportunity for anyone with a passion for assisting our pupils, to develop a love of learning from the earliest stages of their education. After School Care provision, contributing actively to a schedule of fun, engaging and enjoyable activities. We are looking for a candidate who can demonstrate flexibility and adaptability, with a keen interest in an innovative and creative curriculum, along with a commitment to a 'pupils first' approach to learning.



## Job description

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### Job title

After School Care Assistant

### Reporting to

Head of DUCKS

### Period of employment

Permanent

### Hours of work

3.00pm to 6.00pm Monday – Friday (5 days) = 15 Hours per week

### Salary

£12.38 per hour

### Key duties

- Preparing resources & classroom/room
- Preparing snacks
- Supervising children & activities
- Scaffolding play
- Managing arrival and dismissal including Registers
- Assisting with end of term billing
- Collaborating with After School Care Team
- Planning weekly activities

### Essential Qualifications

Minimum Requirement Level 2 Child Care qualification

### Desirable Qualifications

Level 2 or above qualification in Child Care  
First Aid Training



All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).



# Benefits

## Financial

- Contributory Pension Scheme
- Fee remission for children at DUCKS, Dulwich College, JAGS and Alleyn's schools
- Paid sabbatical/ special projects leave
- Free travel on the Foundation Coach Service for staff
- Up to 10% discount at the Commissariat
- Discounted rates for private functions
- Subsidised accommodation, subject to terms and conditions

## Health & Wellbeing

- Bupa Healthcare Cash-plan including Employee Assistance Programme
- Staff personal accident scheme, incorporating dental
- Enhanced holiday entitlement
- Free membership to Dulwich College Sports Club for staff and their children
- Enhanced sick pay
- Menopause support
- Free lunch, tea & coffee all year round

- Cycle to Work Scheme under salary sacrifice
- Contribution towards glasses, if needed for work purposes
- Discounted rates for use of the Outdoor Centre
- 50% off green fees at Dulwich Golf Club on weekdays

## Family Friendly

- Enhanced maternity pay
- Enhanced adoption pay
- Enhanced paternity and shared paternity pay
- Enhanced bereavement leave
- Time off for IVF and Assisted Conception
- Flexible working arrangements including part-time and term-time working
- Priority over the children of non-staff for DUCKS

## Social

- Staff events throughout the year, including the End of Year Party, New Starters and Leavers Governors Reception
- A variety of College wide performances and events
- Free Entry to Dulwich Picture Gallery (certain exhibitions are not included)



# Application Procedure

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To apply for this role, please visit our [vacancies page](#)

## Closing date

Friday 24 May 2024

## Interview dates

Tuesday 4 June 2024 from 2.30pm

Tuesday 11 June 2024 from 2.30pm

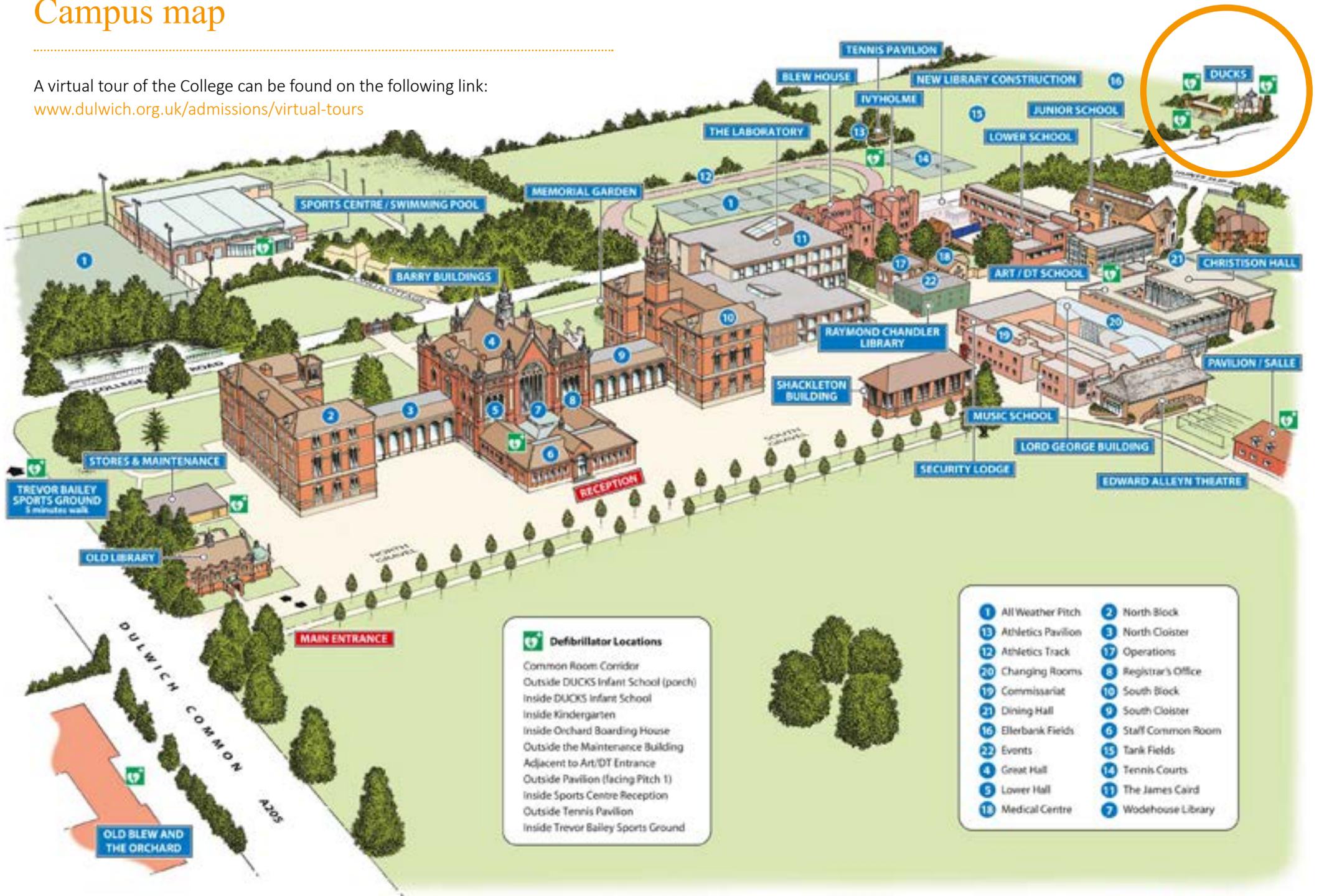
Wednesday 12 June 2024 from 2.30pm

Thursday 13 June 2024 from 2.30pm

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

# Campus map

A virtual tour of the College can be found on the following link:  
[www.dulwich.org.uk/admissions/virtual-tours](http://www.dulwich.org.uk/admissions/virtual-tours)



**Defibrillator Locations**

Common Room: Corridor  
 Outside DUCKS Infant School (porch)  
 Inside DUCKS Infant School  
 Inside Kindergarten  
 Inside Orchard Boarding House  
 Outside the Maintenance Building  
 Adjacent to Art/DT Entrance  
 Outside Pavilion (facing Pitch 1)  
 Inside Sports Centre Reception  
 Outside Tennis Pavilion  
 Inside Trevor Bailey Sports Ground

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|-----------------------|----------------------|
| 1 All Weather Fitch   | 2 North Block        |
| 13 Athletics Pavilion | 3 North Cloister     |
| 12 Athletics Track    | 17 Operations        |
| 20 Changing Rooms     | 8 Registrar's Office |
| 19 Commissariat       | 10 South Block       |
| 21 Dining Hall        | 9 South Cloister     |
| 16 Ellerbank Fields   | 6 Staff Common Room  |
| 22 Events             | 15 Tank Fields       |
| 4 Great Hall          | 14 Tennis Courts     |
| 5 Lower Hall          | 11 The James Caird   |
| 18 Medical Centre     | 7 Wodehouse Library  |



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Independent School of the Year 2022  
for Contribution to Social Mobility

