

Information for Candidates

DUCKS Learning Support Teacher Assistant





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Welcome

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



Robert Milne
Master



Jo Parker
Head of



DUCKS Kindergarten & Infants' School

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 Alleyn Theatre and the Laboratory.

Further information about the College can be found on our website www.dulwich.org.uk

10
destination schools for
Year 2 leavers, incl 75% of
boys progressing to DCJS

33
the number of years
DUCKS has been open

18 Forest
School hours every week
for children at DUCKS



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 com-



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.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how

I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Trans-

In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College



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

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.



The role

Dear potential applicant

Thank you for your interest in working at DUCKS, Dulwich College. We are a Kindergarten & Infants' 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 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, 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 staff in this candidate pack, where you will also be able to find details of some of the benefits of working at Dulwich College.

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Job description

Job title

DUCKS Learning Support Teaching Assistant

Reporting to

Head of DUCKS

Period of employment

Permanent

Hours of work

42.5 hours a week

Working 8.00am to 5.00pm, Monday to Friday

Salary

£31,757.00 - £34,543.00 per annum

Tasks and duties

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).

Scope of the position

To work as a member of the SEND team to enable children with specific learning needs to access the curriculum and make progress in their learning. To support the Head of LS in the provision for children who are awaiting diagnosis/applying for additional help via an ECHP.



To work with colleagues across DUCKS to ensure SEND pupils receive personalised, high-quality and inclusive education.

To work with colleagues across DUCKS, in line with our stated aims of providing;

- A happy environment supported by dedicated and devoted staff
- A secure foundation for future learning and development
- Opportunities to explore a wealth of learning environments both indoors and out which encourage confidence
- An appropriate academic challenge which enables children to realize their potential

-

Key Responsibilities

Be part of an enthusiastic and skilled team that is committed to making a positive difference to the lives of the pupils and their families. To have experience and knowledge of supporting pupils with SEND, particularly Autism and ADHD, and understand how to implement effective behavioural, emotional, social and communication interventions.

- To work in partnership with classroom teachers, providing support for the curriculum and helping designated pupils overcome barriers to their learning
- Plan, prepare and deliver structured and agreed learning activities, differentiating for the needs of the pupils, providing feedback to the teacher and Head of LST on pupil progress
- Use detailed knowledge and specialist skills to support pupils' learning
- Provide specific programmes of work and support for designated pupils with identified SEND needs across the school e.g. sensory circuits
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher/Head of LST
- Assist in escorting and supervising designated pupils on educational visits and out of school activities
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

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

ISI Report, Nov 2021



- Provide specific programmes of work and support for designated pupils with identified SEND needs across the school e.g. sensory circuits
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- Assist in escorting and supervising designated pupils on educational visits and out of school activities
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Collate SEND information to assist the Head of LST (observe pupils, attend meetings)
- Assist the Head of LST in arranging and holding EHCP Annual Reviews for designated pupils
- Under the guidance of the Head of LST, set and review SEND targets for designated pupils in line with the SEND Code of Practice (2015)
- Update the notes for designated pupils on the OneNote Learning Hub
- Review the effectiveness of Learning Support Plans and set new targets as appropriate
- Liaise and assist in preparing reports for external agencies

General Administrative

- Use ICT effectively (OneNote), to collect and collate SEND data as directed
- Carry out administrative tasks as directed
- Contribute to SEND report writing
- Contribute to managing where relevant EHCP caseload across DUCKS
- Contribute to SEND policies / development plan / the school website in line with the SEND Code of Practice (2015)
- Attend Learning Enrichment Team meetings and weekly staff meetings
- Liaise effectively and professionally with parents / carers as directed and record on the Learning Hub
- To read and implement the weekly planning documents and deliver personalised learning as required by the class teacher and SENCO for designated children
- On occasion, to take the whole class, but never for an extended period of time, for example never longer than a morning session
- To follow rotas, supervise play and activities
- To be attentive to the designated children's individual pastoral and/or



- To be attentive to the designated children's individual pastoral and/or academic needs and communicate these to the class teacher and SENCO
- To offer a caring, warm and approachable manner
- To work in cooperation with colleagues and parents
- To act in accordance with the Code of Conduct and the Staff Handbook, maintaining a professional attitude at all times
- To assist with classroom preparation during Inset Days throughout the school year
- To undertake duties and cover as requested by the Head of DUCKS on a regular and fair basis
- Take part in peer observation and feedback across DUCKS

Personal

- Attend staff meetings and Twilight and INSET training sessions as required. Dates will be provided a year in advance wherever possible
- Participate in appraisals and supervisions
- To be aware of current educational themes and how these might impact on your work at DUCKS

Health and Safety

- Ensure that children are kept safe, and that staff understand, and when necessary,
- follow, Child Protection Procedures
- Undertake a shared responsibility for health, safety and well-being
- Adhere to all Health and Safety policies and procedures
- Be fully aware of all Emergency and Security procedures and complete training as requested
- Complete Food Hygiene Training provided by DUCKS
- Be aware of children who have specific dietary needs according to their medical, religious or the preference of their parents



General

- Promote DUCKS to current and potential parents
- Work with the Head and Deputy of DUCKS and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations
- Adhere to all DUCKS policies and procedures including those on diversity and equality

Employee Benefits Supporting Our Team

* Terms & Conditions apply
*The benefits offered aren't contractual and may occasionally be updated



Help to make your money go further

A flexible pension /pay package

Join the TPS or flex your package and join the Group Pension scheme with lower pension contributions, but a higher salary

Lunches

Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Fee remission

Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies) Eat out at a discount Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts

Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to CostCo and TasteCard membership for discounts at CostCo and other high street retailers and major supermarkets

A hand with your wellbeing

SimplyHealth Cash Back Scheme

A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support

24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)

A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club Free family membership at Dulwich College Sports club Free entry to

Eye tests

Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations

Free seasonal flu vaccinations, delivered on site

Support for your life outside Dulwich College

Enhanced family leave

To support your family when you welcome a new addition

A new baby perk

A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception

Up to 5 days off to attend key appointments

Help should the unimaginable happen

Life insurance

Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance

A policy that pays benefits following an accident resulting in permanent disability or dental damage

Help with your commute

Bike to work

A tax efficient way to buy a new bike for your commute

Onsite parking

If you need to drive to work, you'll find free parking onsite

A boost to your social life

Social activities

Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Dulwich Picture Gallery

Discount at Dulwich Golf Club

Show your staff pass to receive the discounted 'Member's guest' rate

Discounts for private functions

Significant discounts for events are available (dependent on availability)



Application Procedure

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

Closing date

Wednesday 19 November 2025

Interview date

Monday 24th November 2025

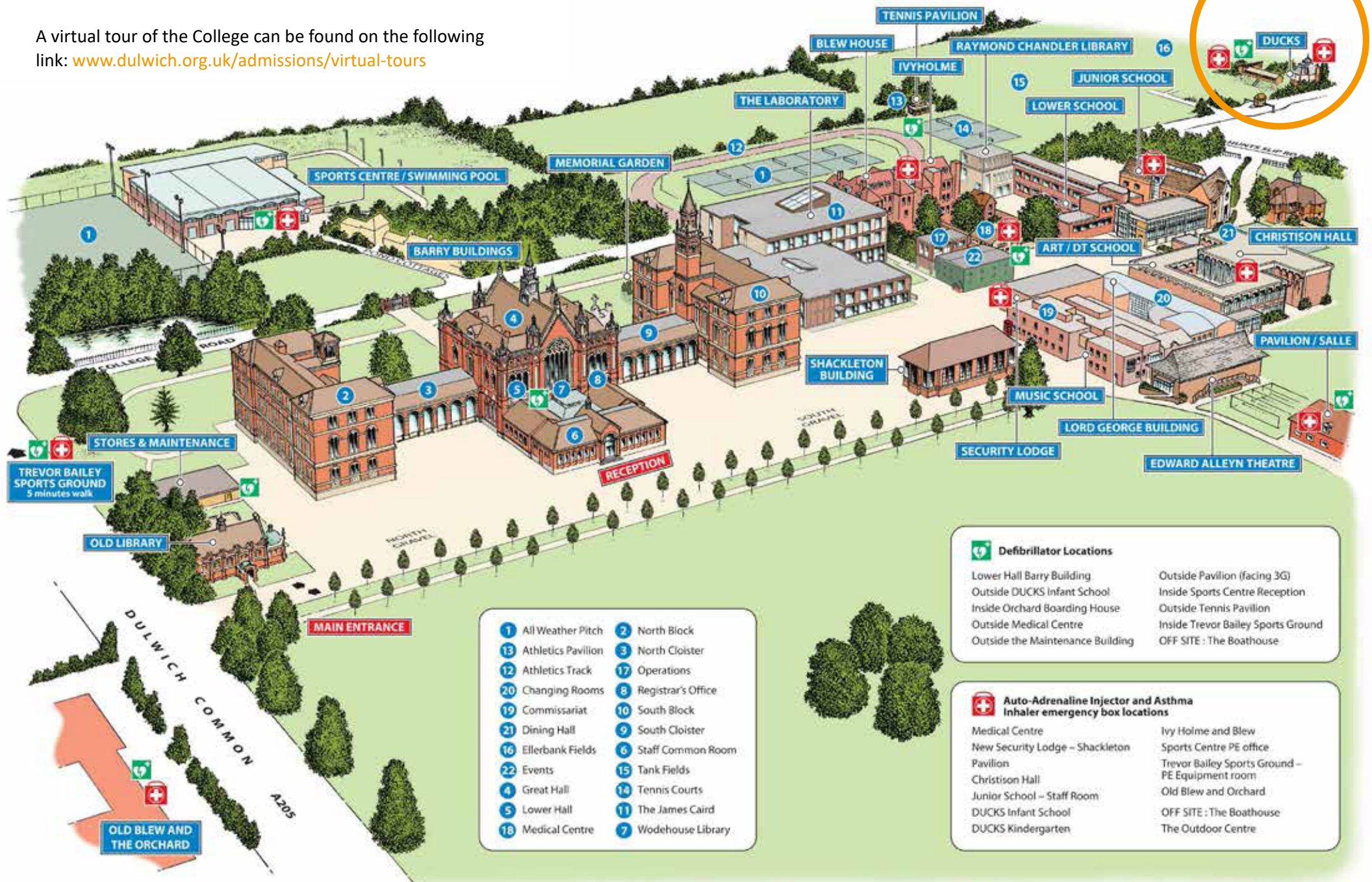
Start date

As soon as possible

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. Charity 1150064

Campus map

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





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