

A group of young children in blue school uniforms are playing with colorful ribbons (blue and green) in a classroom setting. They are smiling and appear to be having fun. The background shows wooden walls and windows.

DUCKS
KINDERGARTEN & INFANTS' SCHOOL

DUCKS Early Years Practitioner

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.



Robert Milne, Master



Jo Parker, Head of DUCKS



The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.

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





Job title

Early Years Practitioner (Fixed Term)

Reporting to

Head of DUCKS/Kindergarten Manager

Period of employment

Fixed Term from September 2026 -August 2027

Hours of work

Working hours are 8am to 5pm Monday to Friday (with a 30 minute paid lunch break and a 30 minute unpaid tea break).

Salary

£22,890.09 - 25,025.20 per annum (Pro rata: 30,565 - £33,416 per annum)

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

Closing date

Wednesday 4th March 2026

Interview date

1st round interviews: TBC

2nd round interviews: TBC

Role Details



Tasks and duties

- To assist in the educational and social development of pupils under the direction of the Room Leader or Class Teacher, Head of DUCKS or Kindergarten Manager
- To have a sound knowledge of the EYFS or KS1 curriculum and learning outcomes
- To plan and prepare activities, manage resources, make observations and compile or contribute to records and reports as deemed necessary
- To share the responsibility for pastoral care of the children and be aware of the Achieving Positive Behaviour Policy
- To co-operate with other members of staff throughout DUCKS, share information, ideas and expertise
- To attend relevant staff meetings and participate in Continuing Professional Development (CPD) as identified in appraisal, supervision and annual reviews
- To assist with cover for absent colleagues as directed by the Head of DUCK
- To establish and maintain a positive regard towards pupils
- To fulfill the role of Key Person where appropriate (Early Years only) and be responsible for the assessment and recording and monitoring of the needs of your key children including keeping children's files up to date and completing observations
- Ensure your working practices are appropriate to meet Ofsted and ISI standards and requirements
- To keep abreast of current issues and attend training as necessary



- To respect confidentiality within DUCKS and the wider Dulwich College community • Communicate with parents and other visitors in a calm, friendly and efficient manner
- EYP's in the Kindergarten will complete an end of year report for their key children and hold regular meeting with parents Standards and quality assurance
- To support the aims and ethos of DUCKS
- To set a good example in terms of dress, punctuality and attendance
- To keep up to date with First Aid training and other health and safety related training e.g. manual handling
- To follow the Health and Safety policy and all other school policies – as they are on the DUCKS web site and DUCKS public
- To be aware of and able to follow the procedures in the Whole School Safeguarding Policy
- To attend ALL out of working hours activities e.g. training, staff meetings, parents evenings, Summer Fair and Founders Day

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the cafeteria or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGs Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work – Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.



Get in touch

Queries should be sent to joinourteam@dulwich.org.uk

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CITY KIDS
The Green Awards 2025

