



**SOUTHWARK COMMUNITY EDUCATION CHARITY**

**SATURDAY LITERACY SCHEME AT JAMES ALLEN'S GIRLS' SCHOOL**

**Literacy Tutor for the 'Saturday Literacy Scheme' at James Allen's Girls' School (JAGS).**

**Remuneration:** Tutors are paid £84.57 per two-hour session plus £10.22 holiday pay per session. This rate includes payment for preparation time and attendance at meetings.

**Job Purpose:**

- Tutor of Literacy Skills, delivering lessons to Year 3 Primary School children to support them to become more confident with the Year 3 writing curriculum, as well as a focus on speaking and listening skills.
- Qualified First Aider (or willingness to complete relevant First Aid training)

**Literacy Tutor:**

We need a tutor experienced in teaching literacy to this or similar age groups. The focus of the sessions is on developing literacy skills, but in a creative and engaging way.

Advice on session content is available, and all tutors follow shared lesson plans, though tutors are given considerable autonomy to devise their own sessions to engage the pupils in their lessons.

**Duties:**

The main duty is to prepare and deliver the teaching sessions. Tutors are asked to (with older students who act as mentors) supervise the children's snack and play time.

Tutors are asked to attend an induction session at the start of each teaching year.

### **Qualifications and Experience:**

Applicants should have a degree level qualification or equivalent. Experience of teaching school-age children, preferably but not necessarily at primary level, is essential.

A formal teaching qualification is desirable but candidates with relevant experience may also be considered.

Enthusiasm for the subject and a genuine interest in teaching children are vital.

### **Background:**

Southwark Community Education Council (SCEC) is a small educational charity, supported by but independent of the three independent schools within the Dulwich Foundation: Dulwich College, Alleyn's School and James Allen's Girls' School.

For more than 20 years, the charity has run enrichment and booster classes for primary school children from the London Borough of Southwark.

Three schemes are held, one at each of the three Foundation Schools. Pupils from 12 participating primary schools are chosen by those schools to receive free small-group tuition from subject specialists on Saturday mornings over two terms.

### **The Saturday Literacy Scheme at JAGS:**

At JAGS, around 60 Year 3 children from our partnership primary schools attend Literacy lessons to further develop their literacy skills and build confidence.

Pupils participate in lessons that cover a wide range of writing genres with many opportunities for oracy built into them.

Lessons have a more relaxed feel, and the aim is to foster a love of literacy through creative and engaging lessons.

The children are put into groups of approximately 15 pupils, and each tutor takes responsibility for one group. Each week, one group leads on a 5–10-minute assembly and the children's parents are invited in to watch. It is a real highlight of each session.

In addition, we have Year 10 and Year 12 students from JAGS who volunteer as mentors on the scheme and make a highly valuable contribution.

### **Dates and Times:**

The Saturday School runs for between 17-20 weeks per year (depending on term dates) in the Autumn and Spring terms only.

The sessions run from 10:30am to 12.30pm on Saturdays; tutors are asked to arrive at least 15 minutes before the start of the session and are expected to ensure that their classrooms are left clear at the end of the morning.

### **Safeguarding:**

SCEC is committed to safeguarding and promoting the welfare of children. The appointment is subject a Disclosure & Barring Service Check at the enhanced level as well as a Barred List Check as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service. References will be sought and referees asked whether there is any reason to believe that the applicant is unsuitable to work with children.

### **Applications:**

If you are interested in joining us, please complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

**Closing Date: 9:00am on Monday 1 June 2026**

**Interview Date: Thursday 4 June 2026**

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. SCEC reserves the right to interview and appoint prior to the deadline if a suitable candidate is found.*