

GAP ASSISTANT

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. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. 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 OF JUNIOR SCHOOL

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 Trudy Ward; PA to the Head of the Junior School, on Trudy.ward@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

GAP ASSISTANT

THE ROLE

JOB TITLE:

Gap Assistant

TERMS & CONDITIONS:

41.25 hours per week, term time only plus seven days during school holidays

7.30am - 4.30pm, Monday to Friday (inclusive of 45-minute unpaid lunch break)

SALARY:

Full Time Equivalent Salary: £15,652 - £20,820 per annum

Actual Salary: £14,790-19,674 per annum for working 41.25 hours per week for 36.4 weeks per year

Overview

The purpose of the role is to support all teaching staff in a range of activities across the Prep School, and occasionally in the Pre-Prep School.

As a member of the Junior School staff the post holder will be expected to involve themselves in school life, and to participate in trips and activities, including residential trips where appropriate.

Main responsibilities

- To assist and support Class Teachers with classroom and extra-curricular activities and support children's learning
- To assist in teaching pupils both in the classroom, in smaller groups and outside the classroom.
- To assist with sport in the Prep School and Pre-Prep
- To support teachers in the pastoral care of the pupils
- To promote positive behaviour
- To be aware of all the children's needs and act accordingly, using initiative and advice from staff
- To be able to help discuss, share ideas and organise resources needed
- To help organise and mount class displays
- To hear children read, support learning and monitor progress
- To undertake various duties (i.e. Rec, lunch play, coach duty) during the year
- To attend school functions as appropriate (e.g. Founder's Day, Open Day, Sports Day)
- To fulfil the duties of a Fire Marshall (if required)
- To attend all relevant meetings including before and after school
- To show a duty of care to all pupils in the school
- To contribute to the overall ethos/work/aims of the school.
- To comply with all appropriate policies and procedures relating to Safeguarding (Child Protection), health & safety, inclusion, security, confidentiality and data protection, reporting all concerns to the Head/Deputy Head (Prep School)
- To participate in training and other learning activities and performance development as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To foster interest in and enthusiasm for learning amongst the pupils
- To be a role model for the pupils

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PERSON SPECIFICATION

Operational Excellence

- Educated to A-Level standard or above
- Previous experience of working with children
- 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, will be happy to answer any questions and can be contacted via her PA Trudy Ward on trudy.ward@jags.org.uk

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 Wednesday 02 May 2024
Interviews : Wednesday 08 May 2024 & Thursday 09 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

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk