



**DULWICH PREP LONDON**

Values & Academic Excellence since 1885



**FLEDGLINGS NURSERY CLASS LEADER**

**CANDIDATE INFORMATION**



# HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 130 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.



We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson  
Head Master





## OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success.

Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

## OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY



# ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+  
Senior School  
Destinations



200+  
Scholarships  
Awarded  
2020-2022

150+  
Co-curricular  
Clubs, Activities  
and Trips



20+  
Musical Ensembles  
15+  
Stage Productions



25+  
Acres of Open  
Space and a  
Swimming Pool



10+  
Sports  
Played at Every  
Level

7.00am-7.30pm  
Wrap Around  
Care



12+  
School  
Community  
Events







We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad range of expertise to provide the highest quality education for our pupils. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

# JOB DESCRIPTION

The Fledglings Class Leader will lead the provision in our Two-Year-Old class in accordance with the aims and objectives of the Early Years Section and will report to the Head of Early Years.

## Duties & Responsibilities

### Leading the Two-Year-Old Provision

- Have oversight of the pastoral wellbeing and developmental progress of all the children in the Fledglings Class.
- Ensure all planning (termly, weekly, and daily) is up-to-date and caters for a breadth of needs.
- Understand where all children are with regard to their development and track this effectively using our online platform.
- Create the weekly duty rotas for the staff in the Fledglings Class, ensuring that the room always remains compliant regarding staff ratios.
- Update the online platform with photos and communication messages for parents to see throughout the day.
- Manage the email traffic related to the room and be on hand to answer parental questions.

- Line manage the other staff members in the Fledglings Class, including using our online CPD platform, BlueSky.

### Teaching & Learning

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's development, both inside and outside the classroom.
- Manage groups or individual pupils and ensure all learners have equal opportunities.
- Enable pupils to develop positive attitudes to learning, promoting independence, creativity and imagination and celebrating their achievements in child-friendly ways.
- Observe, assess and track children's attainment and contribute to reporting procedures.
- Promote the inclusion and acceptance of all pupils within the classroom, implementing targets for individual children.

- Promote high standards of behaviour among the pupils, safeguarding their health and safety.
- Actively promote strong links with parents and carers.
- Attend parents' evenings.
- Share regular supervisory duties as required.
- Meet pupils' physical and medical needs whilst encouraging independence wherever possible.

## Training & Development

- Participate in staff meetings and CPD training sessions.
- Regularly reflect on one's practice and participate in the performance review process, setting personal targets and taking responsibility for one's professional development in collaboration with the Head of Early Years.
- Attend relevant courses to update knowledge as required.
- Attend all major Early Years events such as Open Days, Sports Day and Parents' Evenings and contribute to entrance assessment days as required.
- Supervise children on visits, trips and out-of-school activities as required.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

## General Requirements

- Actively contributing to the school's responsibility for safeguarding children and promoting their welfare.
- Support the school's vision in helping our children follow our Golden Rules.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Promoting positive partnerships with children, parents and colleagues.

## Keys Skills & Knowledge

- Knowledge of the Department for Education Early Years Foundation Stage curriculum and statutory requirements.
- Knowledge and understanding of safeguarding procedures.
- Strong level of IT literacy.
- Hold a Level 3 qualification, deemed 'full and relevant' by the Department for Education, and therefore counts towards EYFS staff-to-child ratios.
- Hold a paediatric first aid qualification or be prepared to attend training to achieve.



## Personal Competencies & Qualities

- Proven ability to care for and inspire pupils and good classroom management skills.
- Enthusiastic individual possessing drive, commitment and perseverance.
- Ability to understand and focus on what needs to be delivered. Planning and prioritising a variable workload with an organised but flexible approach.
- Team-focused, sharing skills and knowledge to promote good practice.
- Commitment to the highest educational and pastoral care standards for all pupils.



# WORKING WITH US

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

## REMUNERATION

- Competitive salary £27,885 to £31,380.
- Generous defined contribution pension scheme.
- Life assurance.
- Free school lunches.
- Enhanced sickness, maternity, paternity, and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

## Hours of Work

- Core school hours, when the Fledglings Class Leader is expected to be in work, are 8.00am to 5.00pm each day, plus a proportional share of pastoral and organisational duties.
- All INSET days and major school and departmental events, such as Open Mornings, Settling In Days, Sports Day and Parents' Evenings.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master or Head of Early Years considers reasonable and commensurate with the post's grading and designation.

## Application and Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Wednesday 21 February 2024, 5.00pm
- Interviews Date: Week Commencing Monday 26 February 2024
- Start Date: April 2024

## Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references that are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS), clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the school.
- Verification of your medical fitness for the role and satisfactory completion of the probationary period.
- Any further checks that the school deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.



## EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.



**Schools'  
Inclusion  
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.