



DULWICH PREP LONDON

Values & Academic Excellence since 1885



COVER SUPERVISOR (YEARS 1 TO 4)

FIXED-TERM CONTRACT

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 135 years, the school has inspired generations of boys aged 2 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 over 810 pupils between the ages of 2 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

To supervise pupils carrying out pre-prepared exercises when teaching staff are on short-term absence. The cover supervisor's main job is to manage a classroom, ensuring that pupils remain on task with their set work. This role will cover the School from Years 1 to 4.

Planning and administration will be required to assist in organising the lesson and duty cover needed for planned and unexpected teacher absences. This role reports to the Head of Pre-Prep and the Head of lower School.

Duties and Responsibilities

Cover Supervision

- Supervising work that has been set in accordance with the school policy.
- Setting up the classroom and liaising with teaching staff about work.
- Providing feedback to the teacher as required.
- Managing the behaviour of pupils as per the school's behaviour policy, while they are undertaking this work to ensure a constructive environment.
- Responding to any questions from pupils about processes and procedures.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Pupil registration of a class when covering
- May be asked to accompany pupils on trips, visits and other educational activities.
- Undertaking duties as part of the school's duty system (including break, lunch, and after-school care).
- Supporting the work of classroom teachers when not deployed directly covering a class.
- Supporting and contributing to the creation and maintenance of classroom displays.
- Invigilating internal and external examinations.
- Supporting general school administration when demand for cover is low.

Cover Administration

- Administer and plan cover requirements daily, seeking guidance from their line manager or Assistant Heads of Section where required or when cover pinch points or difficult decisions arise.
- Input absences and allocate teaching cover for lessons and duties to the most appropriate staff member, using the school's Management Information System (MIS).
- Support allocating cover for school trips and residentials, in Years 1 to 4, exam invigilation and play leaders as required.
- Liaise with any booked-in supply teachers for Years 1 to 4, allocate their lessons and timetable, and confirm what cover resources have been set.
- Responding to and confirming early morning cover requirements and afternoon planning for the following day.
- Generating and circulating the daily cover report to staff every morning
- Tracking planned absence and flagging the potential need for external supply
- Liaise with directly booked supply teachers.
- Feedback to staff and parents on lesson progress and behaviour of children.

- Update iSAMs with comments on pupils and sanctions.
- Send emails/notes to staff with any concerns or praise.
- Assist the Assistant Heads of Section with the pinch points of cover and assist with administration from time to time.

Training & Development

- Regularly review your own practice, and in collaboration with the Acting Head of Admissions, set personal targets, take responsibility for your own continuous professional development, and participate in the annual performance review process.

General Requirements

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures and GDPR expectations accordingly.
- Assisting with end of day school bus duties.

Keys Skills & Knowledge

- Working at or towards the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework or equivalent experience.
- Specialist training in behaviour management techniques.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Be highly flexible and enjoy working with young people.
- Experience working with iSAMS MIS or equivalent would be desirable.
- Team-focused: shares knowledge and information with other staff members to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Focuses on what needs to be delivered: understands what is needed and responds promptly.
- A proactive, 'can do' attitude to all tasks.
- Welcomes challenges and meets them with enthusiasm.
- Shows a flexible approach, willing to adapt and respond to priorities.
- Seeks out additional duties and uses own initiative.
- Good communication and persuasion skills.

Personal Competencies & Qualities

- Enthusiastic individual possessing drive, energy, and commitment, with a presence that engenders confidence and respect from pupils, parents (current and prospective), and colleagues.
- Ability to prioritise and manage a varied workload and adapt to changing situations.
- Consistently strives to maintain a high standard of work

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 £23,730 - £27,715.
- 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

- 8.00am to 5.00pm (Monday to Friday) during term time.
- Attendance at all INSET days, Open Days, and any other relevant events in the school calendar as agreed upon with your line manager.
- This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.
- 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 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: Friday 23 August 2024, 9.00am
- Interviews: September 2024
- Start Date: November 2024 or January 2025 (One-Year Fixed Term Contract)

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. and 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 that confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency that 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.
- A check which confirms that you are not banned by the regulating authority of the teaching profession in each country in which you have worked as a teacher, which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher.
- Evidence from the professional regulating authority of the teaching profession in each country in which you have worked as a teacher which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher
- 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.