



Barton Church of England Primary School

After school club supervisor

Part time 8 hours per week



Candidate Information Pack

Closing date: 9am Tuesday 26th April

Short Listing: Friday 29th April

Interviews: Friday 6th May

Welcome to Dales Academies Trust, North Yorkshire

Dear candidate

Thank you for taking your time to download our application pack and expressing your interest in the position of Out of school club at Barton Church of England Primary School, a school within Dales Academies Trust (DAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within Dales.

Within the pack you will find a job description, a person specification, information about the school and the Trust, as well as details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you in the near future.

Damian Chubb
CEO

**ASC Leader Grade E (scp 6-8)
Required ASAP
Part time 4 afternoons, Mon- Thurs (8 hours)**



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The Head Teacher and Governors of Barton Church of England Primary School are seeking to appoint an experienced, enthusiastic and inspirational Out of school club leader to work as part of our school team.

Grade/Band	ASC Leader, Grade E, Scale point 6-8
Minimum Age Requirement	N/A
Vacancy Hours	Part-time position 8 hours per week, Term Time Only
Working hours	3:30-5:30 Mon-Thurs
Start date	ASAP
Contract Type	Fixed term until July 22 with likelihood of extension
Weekend Working	N/A
Application Closing Date	9am Tuesday 26th April
Salary Range	NJC Pay Structure
Shortlisting Date	Friday 29th April
Interview Date	Friday 6th May
Venue for Interview	Barton Church of England Primary School

Advert Details

We are looking to appoint an enthusiastic and dynamic member of staff who has experience of working with children to join our school asap. The successful candidate will be flexible and resilient and able to take on some responsibility for the club, as well as demonstrating a caring, patient approach and the ability to inspire and motivate. The post will involve working with small groups of children from nursery age up to Year 6.

The role will include:-

- Planning, organising and promoting activities for children to take part in
- Supervising children inside and outside and stimulating playground games
- Communicating with parents and carers at drop-off and pick up
- Providing breakfast (cereal and toast) for breakfast club
- Planning a wide range of creative and enjoyable activities
- Ensuring that all activities are inclusive for all children to take part in
- Being positive, enthusiastic and upbeat
- Following the schools safeguarding and health and safety policies
- Promoting the club to parents and carers

We are looking for a candidate who is:

- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude
- Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient and flexible
- Personable with a good sense of humour
- Willing to support the Christian ethos of the school
- Aware of the child development needs for our youngest pupils.

What we can offer:

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- High quality Continuous Professional Development and Leadership development opportunities

- Opportunity to work in collaboration with other schools and be part of the establishment of the Dales Academies Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the schools forward and building upon their achievements and strengths. We are a warm, inclusive family school with a strong sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to request an application pack or arrange a visit to the school, please contact the school office and speak to Miss Liz Proudfoot (01325 377246 or email admin@barton.dalesmat.org).



Barton Church of England Primary School Details



Our vision statement '**Building futures with love**' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

Our School is a charming Victorian building located in the village of Barton in North Yorkshire. Just a few minutes from the A1, Barton is 6 miles to the south of Darlington and 7 miles north of Richmond.

Our school caters for children aged 3 – 11 years old and consists of three classes and a nursery. We pride ourselves on being a supportive, caring school with a strong Church of England ethos and good links with the community. We are known by parents as "The small school with the big heart!".

Please see the person specification and job description below. Visits to school are welcome and encouraged. Please telephone the school administrator, Miss Liz Proudfoot to arrange a convenient time. Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@barton.dalesmat.org** or to arrive no later than **9am Tuesday 26th April**. It is expected that **interviews** for the post will be held **on Friday 6th May**. Dates and times to be confirmed. Please alert referees that we may request references at short notice.

Details of the interview arrangements will be sent out to those on the shortlist. If you have not heard from us by Friday 29th April, please assume you have not been successful this time. Thank you in advance for completing your application.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Terms and Conditions

The employer for this post is the Dales Academies Trust.

The post is based at Barton C E Primary School

An Enhanced DBS is required for this post.

If you would like an informal discussion about the post, please contact Helen Dudman, Executive Head Teacher of Barton CE School on 01325 377246

If you would like to apply for this position, please complete the application form and submit it to admin@barton.dalesmat.org

BARTON CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

POST:	After School Club Supervisor
GRADE:	Grade E
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None at present
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. Take a lead role in running the club.
JOB CONTEXT:	<p>The out of hours school club provides a safe environment for children prior and after school, and encourages health eating and creative play opportunities.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • Maintain a register of children • Prepare & provide healthy snacks/refreshments to the children following food hygiene practices, and clean up afterwards • Prepare and set up room • Administer basic first aid as required • Undertake the personal care of children as required, including toileting, dressing, sickness • Ensure the children and young persons are supervised at all times • Contribute to the development of club policies, procedures, aims and objectives • Promote the club by creating promotional displays • Ensure the equipment is maintained and stored appropriately
Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Promote healthy eating • Report on the progress of the club and any issues of concern to school leadership team

Partnership or Corporate Working	<ul style="list-style-type: none"> Communicate with school staff, parents and children/young people as appropriate
Resource management/ Buildings and Infrastructure	<ul style="list-style-type: none"> Be responsible for the purchase of resources, including food/drink & equipment Ensure the building is safe and secure for the children and young persons at all times
Systems and Information	<ul style="list-style-type: none"> Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details
Planning and Organising	<ul style="list-style-type: none"> Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities Monitor and evaluate the effectiveness of the club
Safeguarding	<ul style="list-style-type: none"> Responsible for promoting and safeguarding the welfare of the children and young people. Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.
Data Protection	<ul style="list-style-type: none"> To comply with Dales Academies Trust and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment. Ensure the safety of all children in the event of a fire/drill or other emergency Ensure all accidents and emergencies are dealt with according to the policy
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
Flexibility	<ul style="list-style-type: none"> <i>Dales Academies Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.</i>
Customer Service	<ul style="list-style-type: none"> <i>Dales Academies Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	1 st April 2022

PERSON SPECIFICATION

JOB TITLE: After school club Supervisor

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of and commitment to the provision of good quality childcare • An understanding of food hygiene rules • Health & safety knowledge, including lifting and handling and fire prevention • A sound understanding of safeguarding procedures • Knowledge of Healthy Eating 	<ul style="list-style-type: none"> • Knowledge of school policies and procedures • Knowledge of child development & learning processes
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children in a play work or educational setting • Experience of keeping records, 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Ability to plan, deliver and evaluate safe activities relevant to the age of the children • Organisational skills • Ability to work on own initiative and use common sense • Ability to communicate effectively with parents and colleagues, verbally and in writing • Ability to maintain confidentiality • Ability to work effectively in a team • Committed to continuing professional development • Emotional resilience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Behaviour management skills • ICT skills 	<ul style="list-style-type: none"> • Behaviour management skills • Basic ICT skills
<p>Qualifications</p> <ul style="list-style-type: none"> • Recognised childcare qualification at level 3 or equivalent 	<ul style="list-style-type: none"> • Food Hygiene certificate • Current first aid certificate
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process