



**South Borough
Primary School**

After School Club Assistant
INFORMATION



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South Borough Primary School

Dear Applicant,

On behalf of the children, staff and Governors of the school, we would like to thank you for showing an interest in joining our South Borough community.

South Borough Primary School is located near to the town centre of Maidstone. Our school has been gradually expanding during recent years and reached a capacity of at least 2 classes in each year group in September 2021. We are lucky to welcome families from a diverse range of backgrounds and cultures and work hard to ensure that our provision evolves all the time, to meet the needs of this community.

At the heart of all that we do are our core values of Support, Bravery, Perseverance and Self-Reflection. These values are woven into all aspects of school life and are consistently role modelled by adults. Children are encouraged to see mistakes as learning opportunities. We follow a Restorative Approach to manage behaviour and deal with conflict. This approach focuses on developing positive relationships within the school and creates a safe, secure environment which enables children to reflect on the harm caused and consider what they could do differently next time.

The school's curriculum vision is to provide excellence, enjoyment and inspiration in all areas of learning. The school's local curriculum is boundless and provides a cutting-edge and highly relevant education for its pupils. Our aim is to raise aspirations and increase life chances of all pupils whilst developing tolerance and appreciation for the diversity of our community. Children are empowered to express themselves in a variety of ways and contexts and encouraged to think 'outside the box'. Emphasis is placed on physical, social and emotional health to ensure an active body and healthy mind.

In January 2018, we received a long awaited visit from Ofsted who judged the school to be good in every area. The inspectors celebrated the exemplary support that is given to disadvantaged pupils and those with SEN; the courteous and polite manner in which pupils conduct themselves and our successful curriculum which leads pupils to make good progress in all areas of their learning.

Working at South Borough would give you an opportunity to work for a school that is committed to the development of staff in every step of their career. We have a bespoke program of induction for staff at all levels and have trust wide support to develop future leaders. Being part of Swale Academies Trust means that we link closely with other schools, which provides excellent opportunities for professional development.



South Borough Primary School

The wellbeing of staff and pupils is at the forefront of everything we do. In June 2021, we were successful in achieving The Wellbeing Award for Schools, which is a national standard for positive mental health and emotional wellbeing. We value hugely the contributions that staff at all levels make to the outcomes of pupils and consider staff wellbeing a top priority in all decisions we make. We believe in consulting, having an open door policy and carefully monitoring staff workload to ensure that our team can be as happy and effective as possible.

If you would like further information about the school, please visit our website (www.southboroughprimary.org.uk), our Twitter page or give us a call on 01622 752161.

Sincerely

Yours sincerely,

**Mr M Currie
Head of School**

**Mrs J Olivier
Executive Headteacher**

JOB DESCRIPTION



Job Title: After School Club Assistant
Salary: SAT 2
Responsible to: After School Club Supervisor

Purpose of the Job:

To work under the direction of the After School Club Supervisor providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

Main duties and responsibilities (Accountabilities):

- Support the Supervisor in the planning of the daily activities of the Breakfast Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff.
- Advise the Breakfast Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information.
- Support the supervisor in undertaking daily supervision of the Breakfast Club, developing and maintaining high standards throughout, in the absence of and as requested by the Breakfast Club Supervisor, to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- With the other staff in the Nursery ensure that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the Breakfast Club's Equal Opportunities policy is adhered to.

Scope for Impact

This post has a direct impact on the well-being and development of children attending the club.

The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times.

The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club.

The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

JOB DESCRIPTION



Job Context

The Government is looking at ways in which childcare provision can be extended from the traditional "school" environment. Introducing Breakfast Clubs is one way in which they are achieving this.

Change statement

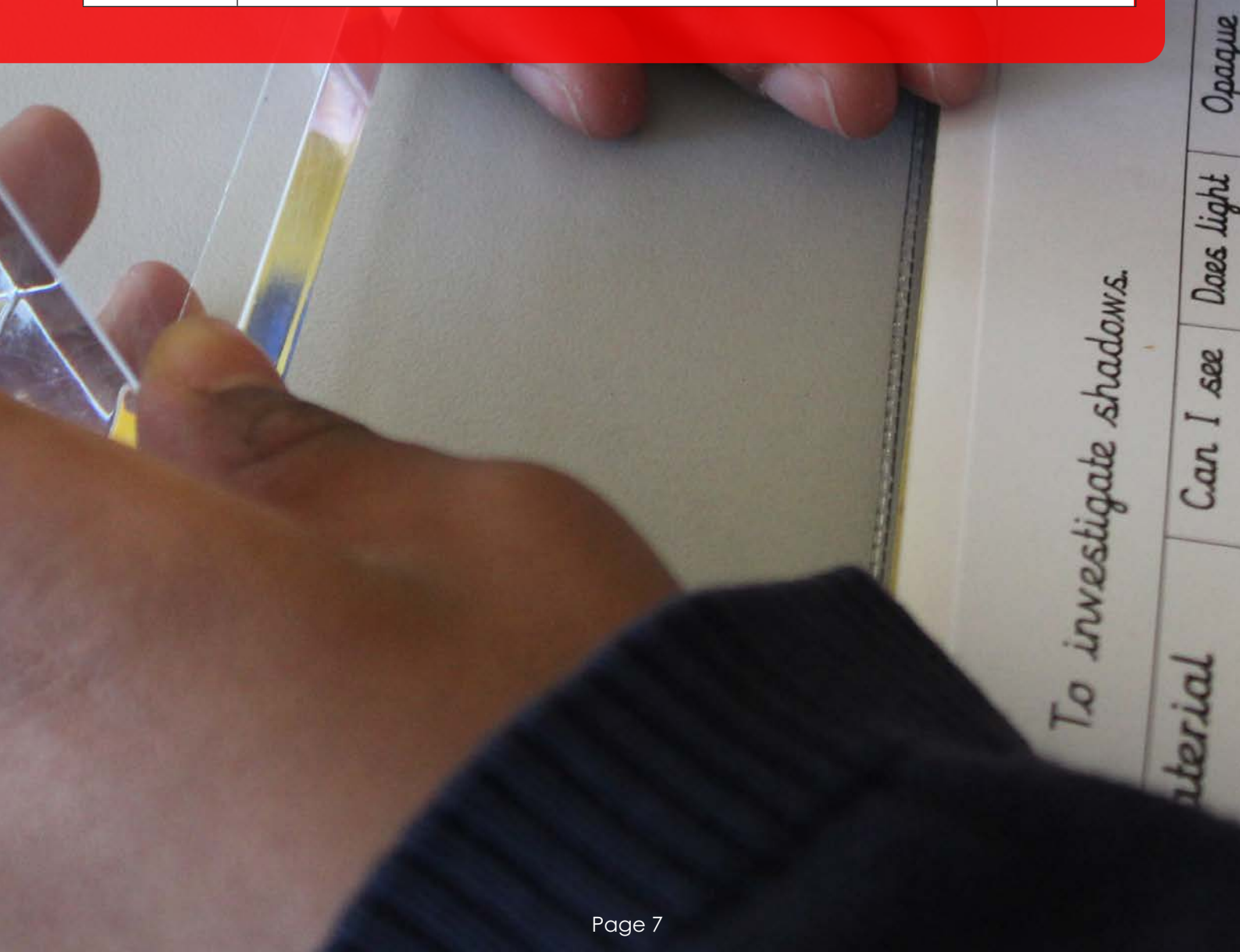
As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Breakfast Club Worker is one of these.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	Paediatric First Aid Certificate or willingness to obtain	E
Experience	Basic experience and understanding of multi-agency and partnership working.	E
	Experience of basic technology (computer, video, photocopier).	E
Knowledge	Must have a basic understanding of Food Hygiene.	E
	Knowledge of Health and Safety procedures in the Breakfast Club.	E
	Knowledge of Child Protection procedures in the Breakfast Club.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	Knowledge and experience of policies and procedures relating to security, equal opportunities and confidentiality.	E



OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne
-

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Deborah Reardon
South Borough Primary School
Stagshaw Close
Postley Road
Maidstone
Kent
ME15 6TL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

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