



**Saint George's**  
Church of England School

**WORKING AT SAINT GEORGE'S C OF E SCHOOL**

# Join our Team



**For Appointment of:  
After School Club Assistant**



Diocese of  
**Rochester**



PROUD TO BE  
**Aletheia**  
Academies Trust





# Saint George's Church of England All Through School



## CEO's Welcome Stephen Carey

Thank you for your interest in the role at Saint George's C of E All Through School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

**I look forward to receiving your application.**



**All Different • All Equal • All Flourishing**

We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto '**All Different, All Equal, All Flourishing**' emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.

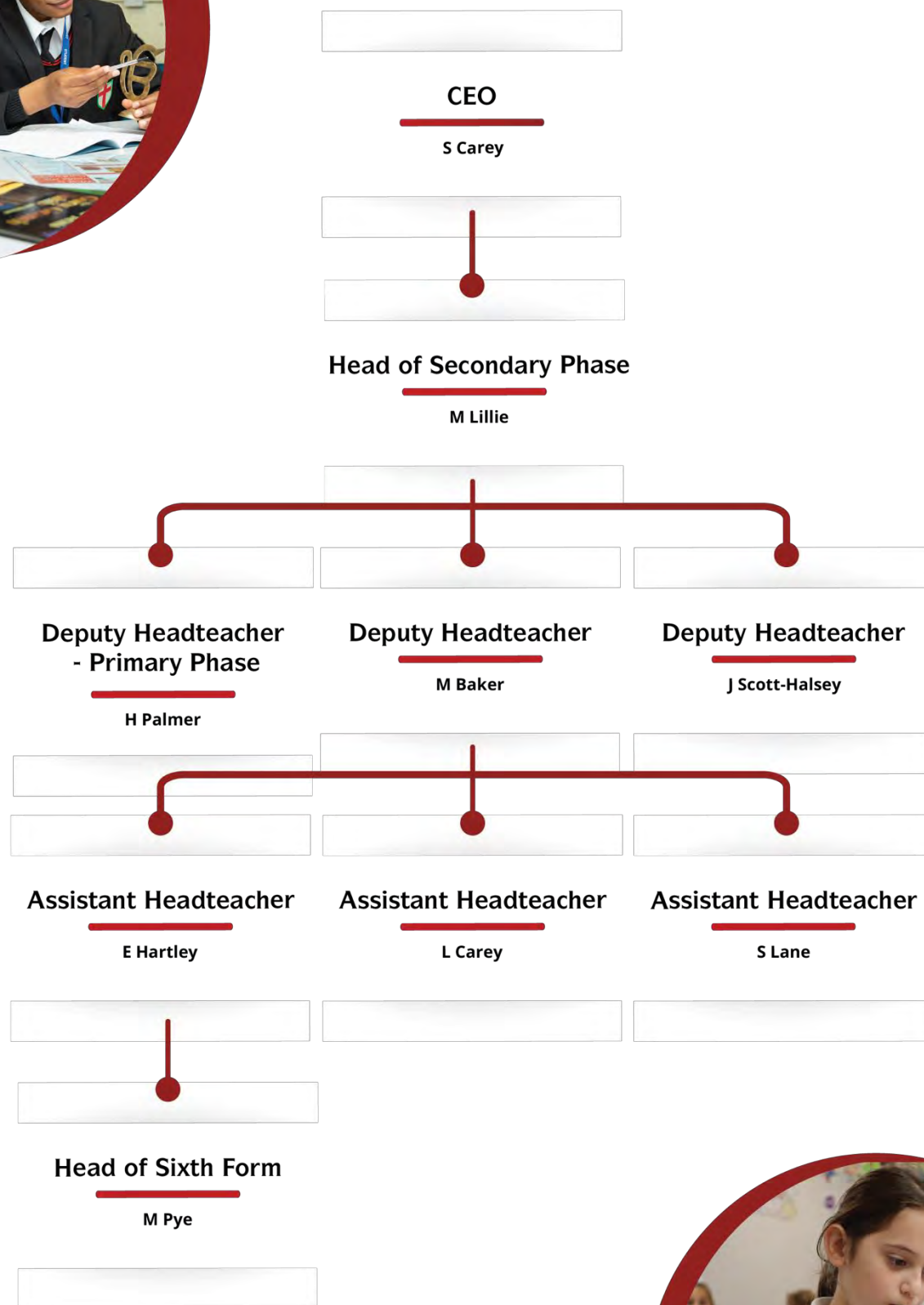


**Visitors most often comment upon the profound sense of community within the school.**





# School Structure



"Achievement in the Sixth Form is good. Progress is good in a range of courses, and, in some cases, students make outstanding progress."  
- **Ofsted**





# Job Description

Job Title	After School Club Assistant
Location	Gravesend, Kent
Duration	15 hrs per week (term time only)
Work Hours	15:00 – 18:00 Monday - Friday
Reporting to	Deputy Headteacher (Primary)
Salary	KR3 £7,298.76 (£21,293 FTE)
Pension	LGPS



# Key Responsibilities



- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children, using the facilities and by providing a variety of play and learning opportunities
- Ensuring the safety and well-being of children through checking equipment, undertaking first line child protection measures and organising activities appropriate to the children at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome when visiting the After-School Club and that they receive appropriate information and advice.
- Maximising the learning value of the activities by planning and evaluating activities with other members of the After-School Club team and Primary staff.
- Contributing to the accountability of the After-School Club through assisting in the maintenance of agreed records including registers and accident books.

## About the role

An After-School Club Assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment. They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

### PURPOSE OF JOB

To be responsible to the Governing Body for the operation and development of the Primary Phase after school club to ensure its' smooth and effective running.  
To ensure children attending the club enjoy a wide range of play activities, both inside and outside the building

### JOB DESCRIPTION

The After-School Club Assistant will work to provide good quality play and educational provision for all children within the Saint George's Primary Phase. They will uphold the ethos and values of Saint George's School, support colleagues, both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all times and After School Club Assistant must demonstrate judgement and integrity in confidential dealings with pupils, parents, and staff.

After School Club Assistants are important staff members of Saint George's Primary Phase and should help to foster a supportive and encouraging atmosphere in school, which enables the pupils to learn and play contentedly.







## Tasks

*The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required and directed as appropriate.*

- ✦ Assist in the provision of a variety of age appropriate play opportunities for children.
- ✦ Lead groups of children in specific sport, games, craft and learning activities.
- ✦ Manage behaviours and adapt the activity to meet the needs of groups or individuals, following the school's behavior policy closely.
- ✦ Prepare for activities where necessary.
- ✦ Evaluate events and activities and contribute to the development of After School Club including making recommendations for change and development of the activities.
- ✦ Organise and supervise children having a teatime light snack.
- ✦ Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- ✦ Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Check that the premises, fences, gates, etc are secure, reporting defects promptly to Site Team via email.
- ✦ Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person.
- ✦ Contribute to the overall ethos/work/aims of the school.
- ✦ Help to establish constructive relationships and communicate with other agencies/professionals.
- ✦ Participate in training, other learning activities and performance development as required.



## Required to start: September 2023

An exciting opportunity has arisen for an After School Club Assistant to join our expanding team to provide a high-quality after-school care experience for children. We are a small team, working very closely together and we will make you very welcome.

Reporting to the Deputy Headteacher (Primary Phase) you will be responsible for the operation and development of the Primary Phase After School Club to ensure it runs smoothly and effectively. You will ensure children attending the club enjoy a wide range of play activities as well as supporting them with home learning and reading activities.

We would love to hear from you if you:

- ✦ Enjoy working and playing with young children
- ✦ Are committed to enabling every child to achieve the very best they can
- ✦ Have a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background



*"Saint George's provides me opportunities to collaborate with others and provide the best education to my students." - **Teacher***



# Person Specification



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## Qualifications and Experience

- Experience of working with children
- Achieved or working towards a relevant qualification
- First aid Qualification

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## Skills and Knowledge

- An awareness of children's needs.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices.
- Understanding relevant administration procedures to include taking registers, basic record keeping and filing.
- Experience of being involved in play or activities, whether in a paid or voluntary capacity in, for example, schools, nurseries, holiday play centres or other equivalent play setting. To include planning, organising and supervising activities.
- Able to quickly assimilate new procedures and working methods

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## Personal Qualities

- Work as part of a team, sharing working knowledge and skills.
- Develop a range of play/learning related skills.
- Work flexibility, able to rearrange work plans in relating to changing priorities.
- Interact sensitively with other workers, children and parents.
- Listen to understand the needs of all children.
- You will need to be patient, firm but fair and have a calm approach. Good communication skills at all levels in order to build relationships with children, parents and members of school staff.

All Essential Criteria

E = Essential D = Desirable

# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

[HR@aletheiatruster.org.uk](mailto:HR@aletheiatruster.org.uk)  
**01474 533 082.**

To apply for this role, please complete our [Online Application Form.](#)

Closing Date:  
13<sup>th</sup> June 2023  
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Interview Date(s):  
20<sup>th</sup> June 2023



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

**Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).**





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# Contact Us

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