



**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**







## Welcome from Executive Headteacher

Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



## Welcome from Head of Primary Phase

Helen Taylor

Our children are at the heart of everything we do here at Saint George's. Through the delivery of our curriculum, we aspire for all of our children to be challenged, and develop into independent, successful, safe, and happy learners, ready to tackle the next stage of their education with hope and confidence. At Saint George's we have a unique opportunity to teach and develop children from the age of four to eighteen in a safe and caring environment that puts the individual first. We have high aspirations and expectations for all staff and pupils and strive for high quality teaching and provision for all.

As an all-through school, we also have access to the huge range of expertise and facilities on offer at the secondary phase, such as specialist subject colleagues teaching in the primary phase, playing fields, a library, science laboratories, a multi-use games pitch and music resources. Outdoor Learning is hugely important for our school and Forest School forms a large part of our Curriculum. We believe children learn best when they are active and motivated in and by everything the outdoor environment has to offer.

From the moment children join Saint George's Primary Phase they become part of our dedicated and successful community where we value each individual and nurture their special talents.

I look forward to receiving your application.

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





# Saint George's Church of England All Through School



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."**



Diocese of  
**Rochester**

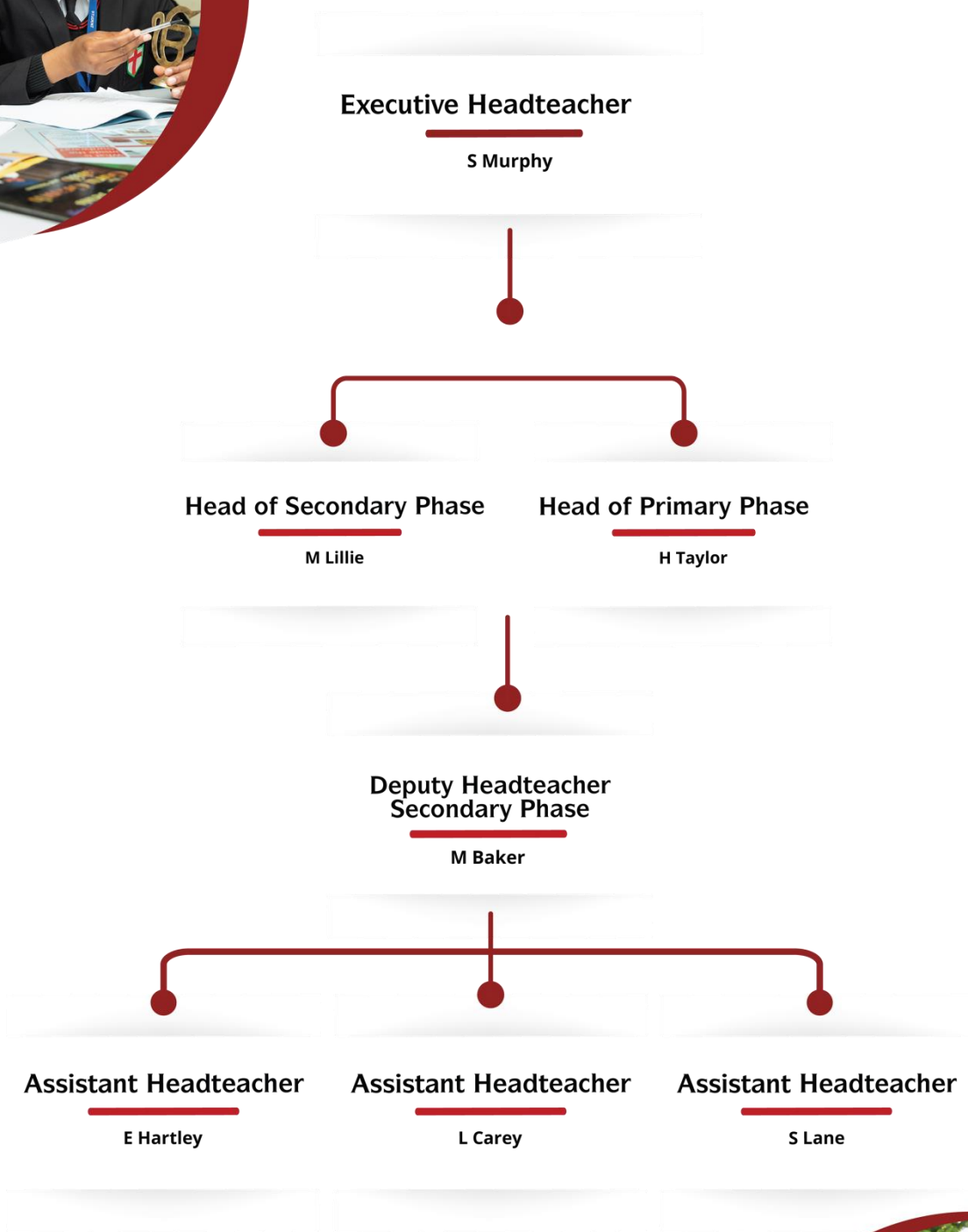
SIAMS INSPECTION 2019



**EXCELLENT**

**Ofsted**  
Good  
Provider

# School Structure



# Job Description

|              |  |
|--------------|--|
| Job Title    | After School Club Assistant  |
| Location     | Gravesend  |
| Duration     | Permanent  |
| Work Hours   | Part-time, term time   |
| Reporting to | Head of Primary Phase  |
| Salary       | AAT A £24,513 per annum<br>(£8,402.50 pro rata to part time hours) |
| Pension      | LGPS   |



## About the Role

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 Head of School (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 student 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



# Key Responsibilities



## Job Purpose

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.

## Key Responsibilities

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 Assistants 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.

- 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.





## 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 behaviour 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.



# Person Specification



Specific qualifications are not a prerequisite of the job, but the post-holder will be expected to have the following:

- ♥ Help to establish constructive relationships and communicate with other agencies/professionals.
- ♥ Participate in training, other learning activities and performance development as required.
- ♥ Experience in working with and organising play activities for children through qualification or be willing to undergo training.
- ♥ 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.
- ♥ Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.

## Experience

Some 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.

## Aptitudes

You will need to demonstrate an ability to:

- ♥ 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.
- ♥ Able to quickly assimilate new procedures and working methods.
- ♥ Administer first aid and understand first line child protection with training.

You will need to be patient, firm but fair and have a calm approach. After School Club Assistants need good communication skills at all levels in order to build relationships with children, parents and members of school staff.

Experience of working with children is essential and if candidates have either achieved or are working towards a relevant qualification this would be desirable, although not essential.

Additional hours working in a potential Holiday Club may also be available as the school develops.

*The Governors of Saint George's School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*



# 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:

**The People and Culture Team**

[HR@aletheiatruster.org.uk](mailto:HR@aletheiatruster.org.uk)

**01474 533 082**

To apply for this role, please visit MyNewTerm:

[Online Application Form](#)



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](#).**





# Contact Us

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