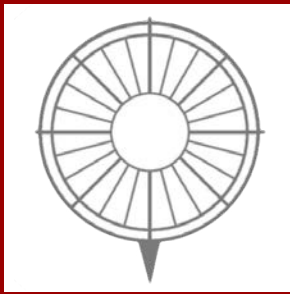


**Breakfast Club Assistant
South Borough Primary
Information**



CONTENTS

Welcome	3
Job Description	4
Person Specification	5
Working at South Borough Primary School	6
How to find us	6
Application Process	7
Overview of Swale Academies Trust	9



Welcome

Dear Applicant,

On behalf of the children, staff and Governors of the school, I 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 has now reached capacity of at least 2 classes in each year group. We are very 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 school values of Respect, Kindness and Determination. These values are woven into all aspects of school life and are consistently role modelled by adults. Throughout the school, we use the Zones of Regulation curriculum routinely for every child to support them to manage their emotions and reinforce our expected behaviours using rewards such as Daily Top Banana and our very popular 'Power of Purple' award. We truly believe that children are not only here to learn academics but also essential social skills. 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. 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.

Ofsted last visited our school in April 2023. 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. They also noted that parents are overwhelmingly positive and value the opportunities that the children are provided.

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 and career progression.

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. We understand the importance of home and professional life working in harmony and therefore pride ourselves on a 'no quibble' time off policy for staff to attend special family events.

We strongly encourage visits to the school and look forward to welcoming you. 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.

Once again, thank you for showing an interest in South Borough Primary School.

Yours sincerely,



Mr M Currie
Headteacher

Job Description

Job Title: Breakfast Club Assistant
Grade: SAT A
Responsible to: Breakfast Club Supervisor

Purpose of the Job:

To work under the direction of the Breakfast Club Supervisor to provide safe, high quality play for children.

To assist the Supervisor in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children.

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

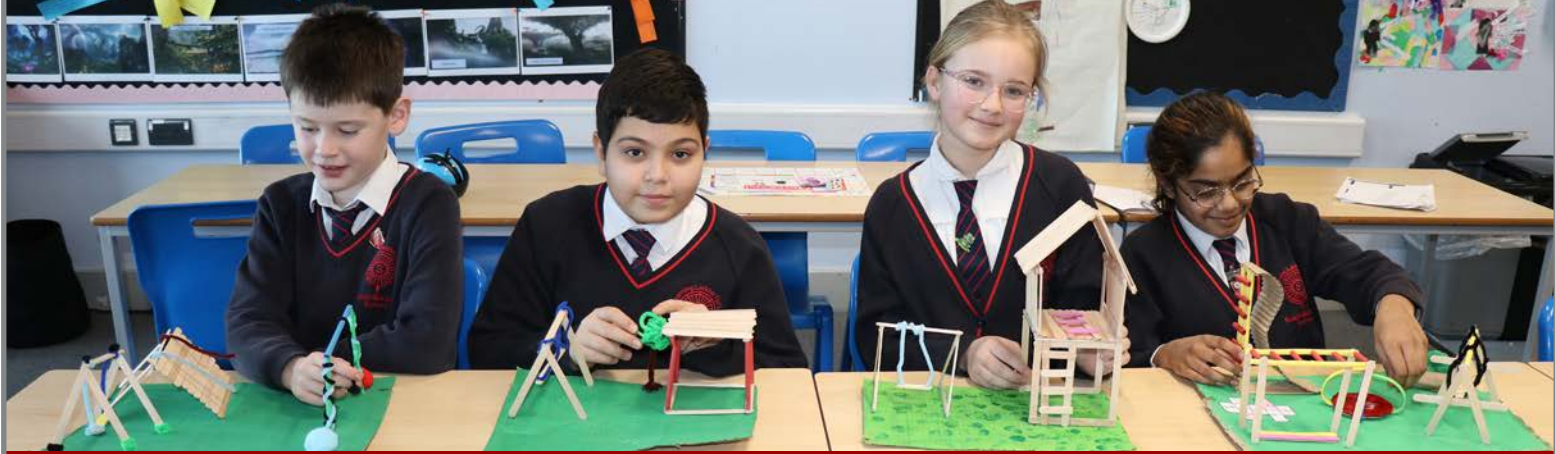
Main duties and responsibilities (Accountabilities):

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Supervisor, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and 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 safety of the children whilst working within Swale Academies Trust Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Supervisor in ensuring 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 in accordance with the Breakfast Club's Equal Opportunities policy.
- Support the Breakfast Club Supervisor in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.
- Work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.
- Act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Experience	Essential / Desirable
Minimum of 2 years supervisory experience in a childcare setting with demonstrable understanding of play work development.	E
Paediatric First Aid Certificate or willingness to obtain.	E
Experience and understanding of multi-agency and partnership working.	E
Experience of basic technology (computer, video, photocopier)	E
Knowledge	
Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	E



Working at South Borough Primary School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

Finding Us

South Borough Primary School

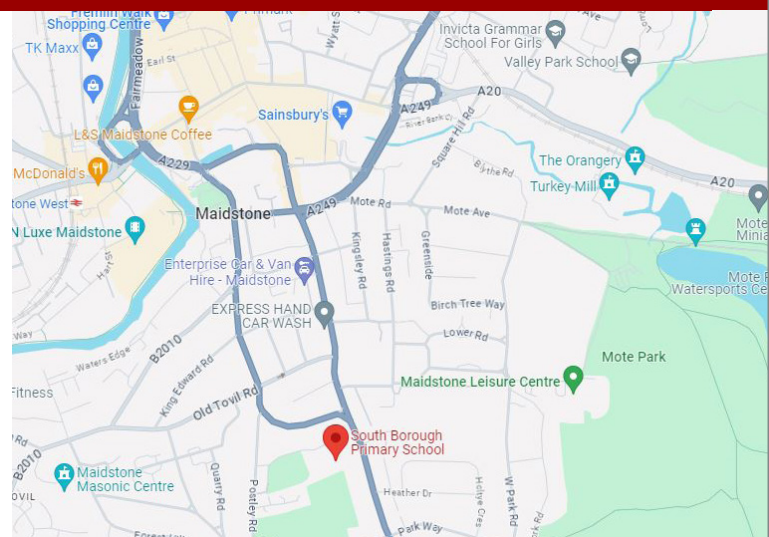
Stagshaw Cl, Postley Road, Maidstone ME15 6TL,
01622 752 161
sbps_office@swale.at

Closest Train Stations:

Maidstone West Station - Approx. 24 minute walk
Maidstone East Station - Approx. 30 minute walk

Closest Bus stop:

Sheal's Crescent - 5, 12,13,14,27,59,82,89,527,576
Postley Road - 5, 12, 13, 14, 27, 59, 89, 527, 576





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 applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to Laura.Best@swale.at or by post to the following address:

Mrs Laura Best
South Borough Primary School
Stagshaw Close
Postley Road
Maidstone
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. South Borough Primary School may complete online checks of any candidates as part of the Shortlisting Process.

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 employment.



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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

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.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

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, Peavehaven
- 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

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES

TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.

