THE DIOCESE OF GLOUCESTER ACADEMIES TRUST

unlocking potential







After School Club Leader

Recruitment Pack

Coaley CofE Primary Academy



Dear Applicant,

Thank you for your interest in the post of After School Club Leader.

Coaley CofE Primary Academy is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 25 primary schools within the Trust family, including 23 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - www.coaleyacademy.co.uk/web/ - and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is Wednesday 11 November at midday. Interviews are scheduled to take place on Wednesday 18 November.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Jen Thomas
Headteacher

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The Diocese of Gloucester Academies Trust seek to appoint an

After School Club Leader

Are you passionate about working with children and creating fun, engaging experiences beyond the school day? We are looking for a caring, enthusiastic and organised After School Club Leader to join our friendly school team.

This is a wonderful opportunity to lead our popular wraparound provision, providing a safe, welcoming and stimulating environment where children can relax, play, learn and thrive. You will plan and deliver a range of creative activities, build positive relationships with children and families, and ensure the highest standards of care, safeguarding and wellbeing.

The successful candidate will have the ability to work on their own initiative, to provide general afterschool support to a maximum of 15 children in any one session. We will expect you to be a good role model for our children and work as part of a supportive team.

The duties include caring for the children, providing snack time, planning general activities during the session and ensuring that the children are safely collected by their parent.

The successful candidate will be warm, reliable and committed to helping every child feel valued and included. Experience of working with primary-aged children is desirable, along with strong communication skills.

At our school, you will become part of a supportive and dedicated staff team where children are at the heart of everything we do.

We are looking for someone who is:

- Passionate about working with children
- Friendly, approachable and nurturing
- Organised and able to work independently
- Committed to safeguarding and promoting children's welfare
- Able to create exciting and engaging play opportunities
- A positive team player with excellent communication skills

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Come and help us provide a happy, safe and enjoyable end to the school day for our children and families.

The post is offered as a salary of Grade 4 on a permanent basis.

This is a part-time role for 7.33 contracted hours per week, working from 3.15-4.30 Monday-Friday. Depending on bookings for wraparound provision, you may be required to work 4.30-5.30 on some days, and these additional hours will be claimed on a monthly basis.

Further details and an application form can be downloaded from the vacancy area of our website: www.coaleyacademy.co.uk/web/vacancies/ or also from the Trust website: www.dgat.org.uk/vacancies

If you would like an informal conversation about the role or would like to arrange a visit, please contact the school office on admin@coaley.dgat.org.uk or 01453 890358.

Closing date for applications is **Wednesday 11 November** at **midday.** Applications should be sent to recruitment@dgat.org.uk by this date and time.

Other information that might help you decide if this is the role for you

Usual working days and times:	Monday-Friday
Work environment	Classroom, school hall
Dress code:	Smart/casual
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies.

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Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-two primary, one junior and two infant schools within the Trust. Twenty-three of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal

- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	After School Club Leader
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Permanent

Overall purpose of this post

To lead the school's After School Club, providing a safe, stimulating, inclusive and enjoyable environment for children at the end of the school day. The After School Play Leader will plan and deliver a range of engaging activities that support children's social, emotional and physical development whilst ensuring high standards of care, safeguarding and wellbeing.

Main responsibilities

- To lead the day-to-day operation of the After School Club, ensuring a safe, welcoming and positive environment for all children.
- To plan, organise and deliver a varied programme of age-appropriate play, recreational and enrichment activities that meet the interests and needs of all pupils.
- To supervise children effectively during After School Club sessions, promoting positive behaviour and ensuring their safety and wellbeing at all times.
- To maintain accurate registers and attendance records in accordance with school procedures.
- To ensure all safeguarding, health and safety, first aid and welfare procedures are followed, and any concerns are reported immediately in line with school policies.
- To prepare and serve snacks and refreshments in accordance with food hygiene and allergy management requirements.

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- To develop positive relationships with children, parents, carers and staff, acting as a professional representative of the school.
- To communicate effectively with parents regarding collection arrangements, children's wellbeing and any relevant information arising during sessions.
- To ensure that equipment, resources and play areas are maintained, used safely and stored appropriately at the end of each session.
- To attend training sessions and professional development opportunities as required.
- To contribute to the wider life of the school and support school events when appropriate.
- To carry out administrative duties associated with the running of the club, including maintaining records, ordering resources and complying with school procedures.

Professional Knowledge, Understanding and Skills

The After School Play Leader will:

- Understand the importance of play and recreational activities in supporting children's development and wellbeing.
- Have experience of working with primary-aged children in a childcare, educational or recreational setting.
- Demonstrate excellent communication and interpersonal skills when working with children, families and colleagues.
- Promote equality, diversity and inclusion, treating everyone with fairness, dignity and respect.
- Be a positive role model for pupils through professional conduct, language and behaviour.
- Have high expectations for children's behaviour and relationships.
- Use positive behaviour management strategies in line with the school's Behaviour Policy.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and have a sound understanding of child protection procedures.
- Be able to work independently and use initiative while also contributing positively as part of a team.
- Maintain confidentiality and comply with GDPR requirements when handling information and records.
- Recognise that health and safety is the responsibility of every employee and comply with all relevant policies, procedures and risk assessments.

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- Demonstrate flexibility, reliability and a positive approach to their work.

Planning and Provision

The After School Play Leader will:

- Plan and provide a balanced programme of indoor and outdoor activities that promote creativity, physical activity, social interaction and enjoyment.
- Ensure activities are inclusive and accessible to children of differing ages, abilities and needs.
- Regularly review and adapt provision in response to children's interests and feedback.
- Ensure resources are organised and prepared in advance to support effective delivery of activities.
- Maintain appropriate records relating to attendance, accidents, incidents and behaviour where required.
- Monitor the quality of provision and work with leaders to develop and improve the After School Club.

Additional Responsibilities

- To administer first aid as required and maintain appropriate records.
- To support children with additional needs in accessing club activities and routines.
- To undertake any training necessary to fulfil the requirements of the role.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

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It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal values		
Committed to the school's vision	**x**	
Committed to safeguarding and promoting welfare of children and young people	**x**	
Qualifications		
Basic literacy and numeracy skills, sufficient to maintain records and communicate effectively	**x**	
Relevant childcare, play work or education qualification (e.g. NVQ Level 2/3, Play-work, Childcare, or Teaching Assistant Qualification)		**x**
Paediatric or Emergency First Aid qualification		**x**
Food Hygiene qualification		**x**
Experience & Professional qualities		
Experience working with primary-agreed children	**x**	

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Experience working in a Church of England school or values-based education setting	x	
Ability to provide a safe, nurturing and stimulating environment for children	x	
Good understanding of children's social, emotional and physical development	x	
Ability to plan and deliver engaging play and recreational activities	x	
Ability to manage behaviour positively and consistently	x	
Understanding of the importance of safeguarding and child protection	x	
Good communication and interpersonal skills	x	
Ability to work effectively as part of a team and independently when required	x	
Commitment to equality, diversity and inclusion	x	
Experience of working in an after-school club, wraparound care provision or childcare setting		x
Experience of supporting children with additional needs and SEND		x
Experience of supervising or leading other staff		x

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Understanding of how play can support children's spiritual, moral, social and cultural development		**x**
Experience of administering medication in line with school procedures		**x**
Personal qualities		
Warm and approachable manner	**x**	
Enthusiasm for working with children and pupils	**x**	
Positive role model for pupils	**x**	
Reliable, punctual and organised	**x**	
Flexible and adaptable approach to work	**x**	
Ability to remain calm under pressure	**x**	
Caring and respectful towards children, families and colleagues	**x**	
High expectations of behaviour and conduct	**x**	
Commitment to maintaining confidentiality	**x**	
Willingness to participate in training and professional development	**x**	
Commitment to ensuring that every child feels valued, included and able to flourish	**x**	
Understanding of the important of developing positive relationships with	**x**	

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children, parents, staff and the wider school community		
Commitment to promoting children's wellbeing, happiness and personal development through play	**x**	
Creative and imaginative approach to planning activities		**x**
Ability to build positive relationships		**x**
Confidence to contribute ideas to improve provision		**x**
Passion for outdoor play, sports, creative arts or enrichment activities		**x**
Additional Requirements		
Enhanced DBS clearance with children's barred list check		
Ability to meet the physical demands of supervising active play indoors and outdoors	**x**	
Willingness to undertake relevant safeguarding, health & safety, and first aid training	**x**	
Suitable references satisfactory to the school	**x**	
Right to work in the UK	**x**	
Access to own transport where required for training or professional development opportunities		**x**

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