



Recruitment Pack

Ackton Pastures Primary Academy
After School Club Leader





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

After School Club Leader

Grade:

Grade 4 – SCP 5

Reporting to:

Headteacher

Purpose of Job:

- To supervise and take responsibility for a group of children as they attend After School Club. This will involve providing a warm and welcoming environment, receiving and recording monies for entry, keeping a register, planning, preparing and delivering varied and interesting activities suited to the needs and age range of the children, providing a snack and supervising them as they eat, ensuring a safe and calm environment at all times and ensuring they are collected by a nominated adult at the end of the session.
- The post holder will also have responsibility for managing other staff and monitoring their work, and reporting back to their line manager.

Requirement for the post

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none">• Level 2 Numeracy and Literacy• Food Hygiene Certificate• First Aid Qualification	<ul style="list-style-type: none">• Safeguarding Children Qualification
Knowledge	<ul style="list-style-type: none">• Understanding of child development and health related issues, such as healthy eating• Keep up to date with policies and procedures about Inclusion and Accessibility, and ensure these are adhered to by all staff• Understanding of relevant legislation and statutory responsibilities e.g. Risk Assessments• Numeracy skills to a high level in order to receive, balance and audit monies effectively and accurately• Knowledge of safe working practises, and how to minimise risks to self and others• Appreciation of information which can and cannot be shared, and when to seek help responding to divulgements• Literacy skills to enable the reading and recording of a range of information to pass on to others• Childcare/ supervision	

Requirement for the post

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous relevant experience of working with children of the relevant age range • Supervisory Experience 	<ul style="list-style-type: none"> • Experience of working with children from a wide range of backgrounds and with a wide range of needs
Physical Skills	<ul style="list-style-type: none"> • Be physical able to lead play and active-based learning • Accurate record keeping 	
Competencies and other skills required	<ul style="list-style-type: none"> • Ability to resolve problems and issues with children and their carers sensitively and quickly • Ability to follow set procedures as well as use initiative where necessary • Ability to manage, organise and motivate a team • Ability to manage difficult situations on occasions • Ability to work to deadlines and complete tasks competently • Ability to report to, and liaise with, line manager regularly • Monitor resources for suitability, wear and tear and safety, and replace when necessary • Confidentiality must be adhered to at all times 	

Specific Duties & Responsibilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

The responsibilities of the After School Club Assistant are as follows:

- Prepare weekly, balanced healthy eating menus
- Purchase food and equipment for the club
- To prepare the After school Club area prior to the arrival of the children at 3.15pm
- Allocate duties to After school Club Assistant(s)
- To greet and welcome parents and children at the main door at the specified time(s)
- To collect and record After school Club money in the register
- To mark attendees in the register
- To supervise and ensure the health and safety of children at all times and promote a calm and orderly environment
- To encourage children to have a healthy after school snack and promote the reasons for this
- Keep records of children's dietary or medical requirements
- To promote good manners and social skills during snacks
- To plan varied and interesting activities for children to undertake when they have finished their snack, and plan the weekly after school activities.
- To monitor equipment and resources for safety/wear/suitability. To order more where necessary
- Administer any first aid if required, complete any necessary paperwork and notify relevant parties e.g. Headteacher
- To liaise with the head teacher regarding any problems/disclosures
- To be aware of school policies on Accessibility, Health and Safety, Child Protection, Equal Opportunities and Behaviour and Attendance
- To be aware of procedures in the event of an evacuation
- To take part in termly fire drills and train the children in calm and orderly evacuations
- To supervise the tidying away of resources and equipment once the club(s) has finished.
- To supervise the orderly return of pupils to their adults at collection time(s)
- Ensure continuous Risk Assessments are performed
- Train new/ relief staff as required
- Ensure food hygiene certificates are up-to-date for all staff
- Ensure that any person on the premises is authorised to be there

People and Budget:

Management of two after School Club Assistants

Physical Resources:

Effective monitoring and use of resources and replacement where necessary

Customers and Clients:

To supervise and ensure the health and safety of children at all times

Working Conditions:

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holders.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment