 **West Blatchington Primary & Nursery School**

Hangleton Way

Hove

BN3 8BN

Tel: 01273 770777

www.westblatchingtonprimary.co.uk

Email: head@wblatch.brighton-hove.sch.uk

Headteacher: Ms Rachel Simmonds

November 2021

Dear Candidate,

**RE: After School Club Supervisor (Grade B) – 17.5hrs**

Thank you for enquiring about this vacancy.

I have pleasure in enclosing further information about the role and if you would be interested in coming to tour the school, please call the office on 01273 770777 to arrange a suitable time.

In order to have a greater opportunity of being short-listed, please ensure that you read the important information overleaf before completing the application form.

Our school is committed to inclusion as well as the safeguarding and promoting the welfare of children and young people. The school expects all staff to share this commitment.

Please note that all appointments are subject to an enhanced DBS (Disclosure & Barring Service) check.

I look forward to receiving your application and please do not hesitate to contact us if you require any further information.

Yours Faithfully,

Carly Regan

**Business Manager**



**IMPORTANT INFORMATION**

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

* Shortlisting for interview will be based solely on the information you provide on the application form. **Please include** **evidence of how you meet each of the criteria set out in the Person Specification**. Please do not include a CV as these will be disregarded.
* Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
* The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
* Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
* If you return your application by post please ensure that you use the correct postage rate.
* All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
* We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
* We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

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**JOB DESCRIPTION**

**JOB TITLE:** After School Club Supervisor - Level B

**SECTION:** West Blatchington Primary & Nursery School

1. **PURPOSE OF THE JOB**

To support the smooth running of the After School Club, fully integrating it into the wider school, whilst delivering engaging play based activities for pupils in Reception – Year 6.

To provide high quality care for children at the After School Club, ensuring that each child has a safe and enjoyable session and eats a healthy snack before going home.

1. **PRINCIPAL ACCOUNTABILITIES**
2. To provide high quality care and a range of activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
3. To accurately complete all necessary administration records and ensure that all important information is shared and passed on appropriately.
4. Set up and deliver activities that encourage imagination, independence and social skills for all pupils.
5. Supervise and provide support for pupils, including those with special educational needs and disabilities, ensuring their safety and access to social and play activities.
6. Collect and register pupils at the end of the school day and ensure their safety at all times, ensuring that effective safeguarding procedures are followed when pupils are dismissed.
7. Promote the inclusion and acceptance of all pupils and encourage pupils to positively interact with one another.
8. To have knowledge of individual pupils’ special educational needs and requirements (including allergies, medical needs, SEND and behaviour), ensuring that they have the appropriate support during the session.
9. Establish constructive relationships with pupils and interact with them according to individual needs.
10. To deal with inappropriate behaviour in accordance with the behaviour policy procedures and where necessary to report difficulties to the Business Manager/Senior Learning Mentor/SLT.
11. To actively promote positive behaviour by ensuring activities are being utilised properly and intervening when required to encourage positive play activities.
12. To encourage positive game playing and sharing, helping to solve conflict amongst children.
13. To develop effective relationships with parents and carers, recognising that parents are their children’s first educators, whilst establishing effective communication channels to promote a wrap around care approach.
14. To attend to sick or injured children, including clearing up in accordance with the school’s first aid procedures and recording the relevant information.
15. To ensure that all equipment is used in a safe and appropriate manner.
16. To prepare and serve a healthy snack and water for children attending the after school club, encouraging good nutrition and sociable eating.
17. To ensure that all resources are packed away at the end of the session and that areas are left in a clean and tidy condition, with all spillages cleared up.
18. Supervise children utilising toilet facilities and support them with other relevant personal care items including the changing of nappies if required.
19. Liaise with the school office, class teachers and where appropriate, the Learning Mentors, Inclusion Leader and Family Liaison Officer, to share any relevant information regarding the pupils who are attending the club.
20. Support the admin team in collecting payment for any unpaid fees.

**Support for the School**

* Contribute to the overall ethos of the school through embracing and promoting the school’s vision.
* Be aware of and comply with all school policies and procedures; including safeguarding, Health, and Safety, confidentiality, data protection and Whistle blowing, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
* Model professional behaviour towards staff members, pupils and their families at all times.
* Understand the importance of confidentiality and data protection, ensuring public conversations about colleagues, pupils and families are respectful and professional.
* Share the responsibility for safety, health and welfare of children and colleagues at all times, ensuring that everyone feel safe at all times, reporting all concerns to an appropriate person.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Take an active role in personal professional development and engage pro-actively in the appraisal process.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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**Person specification – After School Club Supervisor – Level B**

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| A: Commitment to Vision | 1. Model and shares the school’s vision and ethos.  |
| B: Experience | 2.Proven experience in early years settings/primary school play environments, of providing care to children from a wide range of backgrounds, including those with special educational needs. |
| C: Qualifications | 3.Holds an NVQ level 2 in a relevant childcare qualification or an equivalent qualification, that is recognised in the DfE Early Years Qualifications list, or equivalent experience.4. Paediatric first aid training. DESIRABLE. |
| D: Skills | 5. Able to work to time constraints.6. Can listen to and communicate effectively with children.7. Ability to use own initiative and work as a member of the wider school team.8. Ability and flexibility to cope with changing needs and demands.9. Ability to organise and implement engaging activities.10. Ability to supervise large groups of children.11. Good interpersonal skills.12.Ability to undertake basic administrative duties e.g. completing records of attendance / incident records. |
| E: Knowledge | 13. Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation, including health and safety, food hygiene and the safeguarding of children and young carers.14. Excellent understanding of the needs of young children.15. Knowledge of the relevant curriculum aspects & Ofsted and early years regulations including the Early Years Foundation Stage Framework (Desirable). |
| F: Personal Attributes | 16. Able to deal sensitively with people and achieve positive outcomes.17. Able to self-evaluate learning needs and actively seek learning opportunities.18. Possess a warm and positive approach to children. 19. Reliable and resilient to ensure consistent support to pupils. 20. Be able to respond and act quickly to varying situations in a calm manner.21. Able to support colleagues and contribute positively to team building and working together. |



Hangleton Way, Hangleton, East Sussex, BN3 8BN

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**After School Club Supervisor**

**Hours:** 17.5 hours per week – 14:45-18:15

**Days:** Monday to Friday term time(44.29 paid weeks per year)

**Contract:** Permanent

**Salary:** Level B, LGA pay scale 5-6 £19,312 - £19,698 pro rata (actual annual salary £7,779- £7,935)

**Start Date:** January 2022

We are seeking to appoint an enthusiastic, engaging and highly motivated After School Club Co-Ordinator to join our team. The person will be responsible for ensuring the smooth running of the After School Club, fully integrating it into the wider school, whilst planning and delivering engaging play based activities for pupils aged 3-11yrs.

This post also involves supporting the school with the setting up and shaping of the relatively new after school club provision, so experience of working within an early years/primary play environment will be essential. You will need to be able to build good relationships with parents and be able to work flexibly and with initiative.

We are a busy and dynamic school with over 250 pupils and provide a warm, friendly working environment.

**Closing Date:** 16:00 Tuesday 14th December 2021

**Interview Date:** Thursday 16th December 2021



You will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

***Aiming high, Nurturing all***