

**ROUNDSWELL COMMUNITY PRIMARY
ACADEMY**



**Roundswell
Community
Primary
Academy**

Job Application Pack

Job Position: After School Club Play Worker Assistant

To Start September 2024



Roundswell
Community
Primary
Academy

Contents:

[Welcome](#)

[Advert](#)

[Job Description](#)

[Personal Specification](#)

[Application, Interview & Selection](#)

[Recruitment process](#)

Welcome:

Thank you for your interest in applying for the post of After School Club Play Worker Assistant for Roundswell Community Primary Academy.

Roundswell Community Primary Academy is a brand new school and we opened our doors in September 2020 to Nursery pupils (3 to 4 years of age) and pupils in the Reception Class. These children have started on a wonderful adventure together as they rise through the school to become Year 6 children. We currently have Nursery, Reception, Year 1, Year 2 and Year 3 classes.

With an internationally minded curriculum and a vision to deliver outstanding education, the school will introduce children to a world of opportunity. Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Roundswell Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Our team and the number of children on roll is small. This in itself brings challenges and we will all be expected to 'wear many hats' and assume various responsibilities. Therefore, the ability to work as a strong team-player is absolutely essential.

Further information regarding Roundswell Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Emma Williams, School Business Manager, at emma.williams@roundswell.tarkatrust.org.uk.

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role, helping to shape the future of a brand new school and the children within, then we would be delighted to hear from you.



Roundswell
Community
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Advert:

After School Club Play Worker Assistant – Grade C

Permanent, Part Time, 10 hours per week to be worked 3.15pm-5.15pm Monday - Friday, 38 weeks per year

Closing Date: Friday 12th July 2024 at 12noon

Short listing Date: Friday 12th July 2024

Interview Date: Tuesday 16th July 2024

Start Date: Thursday 5th September 2024

Roundswell Community Primary Academy opened in September 2020 with pupils in Nursery (age 3-4 years) and Reception Class and is a partner school of the Tarka Learning Partnership based in North Devon.

We are looking for a Play Worker Assistant for our After School Club who:

- Is calm, nurturing and open minded and can improve the outcomes for children;
- Can supervise safe, creative and appropriate play opportunities for children aged 3-11;
- Meet /exceed minimum requirements as set by Ofsted;
- Can develop and maintain good relationships and communications with parents or carers.

If you wish to discuss the post further or meet the Head Teacher, please contact Emma Williams, our School Business Manager:
emma.williams@roundswell.tarkatrust.org.uk

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

Job Description:

Job Title: After School Club Play Worker Assistant

Salary Range: Grade C - £23,500 rising to £24,294, pro rata for term time hours

Hours: 10 hours per week, 3.15pm – 5:15pm 38 weeks per year

Responsible to: The Head Teacher

Job Purpose including main duties and responsibilities:

To assist the Playleader in providing a caring, secure environment prior at the end of the school day, through individual attention and group activities, and to organise an appropriate range of leisure activities for children.

Activity Planning

- To provide a safe, creative and appropriate play opportunities for children
- Preparing activities, organising programmes/ themes and arranging equipment
- To ensure that all activities are inclusive for all children to take part in

Liaison

- To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
- To encourage parental involvement and support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.

Supervision and care of children

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that food preparation and handling within the school is carried out within the guidelines of the Food Safety Act 1990;

Direct play work

- Support the Playleader in planning a range of creative, stimulating, appropriate and fun activities for children attending the After School Club Sessions;
- Consult with the children in order to plan activities they are interested in;
- Ensure that play meets the full range of children's individual and group needs;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

Other

- To undertake continuous professional development, including short courses and qualifications relevant to play work;
- To promote the aims and objectives of the School;
- To understand and adhere to school policies, procedures and standards at all times;
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- To ensure the school offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
- To assist with the preparation and maintenance of materials and equipment;
- Recording accidents in the accident book;
- To ensure the school offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
- To ensure confidentiality within the school at all times;
- To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Playleader.
- To administer first aid in accordance with the relevant training received.

This job description will be reviewed annually to reflect the plans, growth and development of the School.

Person Specification:

	Essential	Desirable
Qualifications and Experience		
EDUCATION	<ul style="list-style-type: none"> English and Maths GCSE's Grade 4 / Grade C or above Relevant Level 2 qualification or above or experience in similar role Willingness to participate in other/and or further development and training opportunities 	<ul style="list-style-type: none"> Recent training relevant to the role First Aid certificate Food Hygiene certificate
EXPERIENCE	<ul style="list-style-type: none"> Worked or volunteered in an EYFS setting The ability to take an active part within a team to plan and participate in appropriate activities. 	<ul style="list-style-type: none"> Interest in the care, learning and development of young children
Professional Knowledge		
	<ul style="list-style-type: none"> Understand how children develop and learn Have a clear understanding of the importance of safeguarding and keeping children safe Have confidence and strategies to promote positive behavior 	<ul style="list-style-type: none"> Demonstrate an understanding of the curriculum, both early years and primary. Knowledge of relevant health and safety.
Professional Skills and Attributes		
	<ul style="list-style-type: none"> Ability to work flexibly as part of a team appreciating and supporting the role of others in the team Be able to promote the ethos and vision of the school Have commitment to professional growth and development 	

	<ul style="list-style-type: none"> • Be able to use initiative • Build and maintain positive and nurturing relationships with children • Use IT confidently • Able to communicate confidently and effectively with both adults and children • Have a commitment to inclusion and equal opportunities • Have a commitment to and experience of safeguarding children 	
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Roundswell Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Application, Interview & Selection

For an informal discussion about the post or for more information regarding Roundswell Community Primary Academy, please contact Emma Williams, School Business Manager at emma.williams@roundswell.tarkatrust.org.uk

You will be selected for interview entirely on the contents of your application, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to emma.williams@roundswell.tarkatrust.org.uk

The closing date for this application is Friday 12th July 2024 at 12noon

Recruitment Process:

Short-listed candidates will be invited to attend a selection process which will be held on Tuesday 16th July, times will be confirmed. With the current pandemic, we may have to interview virtually but we shall confirm this closer to the time of interview.

All candidates must bring with them or email before the day the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that, if successful, originals of the above will be asked for.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.