

# The **GALLERY** TRUST

A community of special schools



## **Branch-Out**

**Branch Out**  
**After School Club and Holiday**  
**Playscheme Lead**  
(Oxford City, based at Mabel Prichard, working  
across The Iffley Academy)  
**Candidate Information Pack**  
**October 2024**

## After School Club and Holiday Playscheme Lead (Oxford City)

37 hours per week, 52 weeks a year  
Grade 11

To start as soon as possible

Thank you for your interest in the post of After School Club and Holiday Playscheme Lead for Branch Out, based at Mabel Prichard School.

In April 2024, The Gallery Trust, Oxfordshire's largest Special Multi Academy Trust, was awarded a contract to deliver Short Breaks provision at various locations across Oxfordshire. Short Breaks is social care funded provision that provides after school and holiday clubs for children and young people with Special Educational Needs and Disabilities, and those unable to access mainstream provision.

This provision includes:

- After School Club provision on Mondays, Tuesdays and Thursdays at
  - Bardwell School (Bicester)
  - Mabel Prichard School (Oxford)
  - Springfield School (Witney)
- Holiday Club provision based at
  - Bardwell School (Bicester)
  - Springfield School (Witney)
  - The Iffley Academy (Oxford)
- Activities for Autistic Children and Young People with a Learning Disability based at
  - Orion Academy (Oxford)

At each provision, the aim is to provide high quality, inclusive opportunities for children and young people to play, socialise and develop their skills. We provide a wide range of activities and opportunities which rotate throughout the year and include day trips.. The successful candidate will be committed to creating a safe, welcoming and friendly environment delivering exciting play opportunities embracing each child's individual needs, unique qualities and personalities. Full details of the job purpose and job description can be found in this information pack

This is an exciting development for the Trust as we seek to provide high quality and inclusive provision across the Trust to benefit children and young people, and their families, in the local areas of the provision.

**Rich Mills**

Rich Mills  
Short Breaks Lead

## How to apply

To apply for this post, please email a completed application form to [shortbreaks@thegallerytrust.co.uk](mailto:shortbreaks@thegallerytrust.co.uk) by **Friday 22 November at 5pm.**

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

## About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Iffley Academy, Oxford, which makes provision for 180 students with moderate C&L and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- Bardwell School, Bicester, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://bardwell.oxon.sch.uk/>
- Mabel Prichard School, Oxford, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <https://mabelprichard.org/>
- Springfield School, Witney, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <http://www.springfield.oxon.sch.uk/>
- Northern House Academy, Oxford, which makes provision for 86 students with SEMH and ASC needs (5 – 11): <https://northernhouseacademy.co.uk/>
- Orion Academy, Oxford, which makes provision for 102 students with SEMH and ASC needs (10 – 18): <https://www.orionacademy.co.uk/>
- Bloxham Grove Academy, Bloxham, which makes provision for 100 students with moderate C&L and associated SEMH and ASC needs (7 – 18)
- A Free Special School in South Oxfordshire, to open in 2026, a sister school to Orion Academy, which will make provision for 100 students with SEMH and ASC needs (7-18)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and in reach opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

## **JOB DESCRIPTION**

### **After School Club and Holiday Playscheme Lead**

**Salary:** Green Book Grade 11

**Hours:** 37 hours per week 52 weeks per year.

**Reports to:** The Gallery Trust Short Breaks Lead.

#### **Introduction**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Branch Out Lead.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

#### **Job Purpose**

- Plan and coordinate three after-school club sessions per week for young people aged 5-18 at Mabel Prichard School.
- Plan and coordinate holiday provision for 30 days provision across the year for young people aged 12-18 at The Iffley Academy.
- Provide opportunities for young people to access the local community and facilitate inclusion.
- Lead a staffing team during sessions, maintaining a dynamic and flexible attitude and leading by example.
- Designated safeguarding lead and fire marshal during sessions.

#### **Key Responsibilities**

##### **After School Clubs**

- Plan and coordinate three after-school club sessions per week for young people aged 5-18 at Mabel Prichard.
- Ensure that all activities are inclusive for all children to take part in; offering a high-quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
- Provide opportunities for young people to access the local community and facilitate inclusion.
- Manage a staffing team during sessions, maintaining a dynamic and flexible attitude and leading by example.
- Lead first aider, designated safeguarding lead and fire Marshall during sessions.
- Collaborate with the school to create risk assessments and regulation profiles tailored to each service user's needs for use during sessions.

## **Holiday Provision**

- Plan and coordinate thirty days of holiday club provision for young people aged 12-18, based at The Iffley Academy.
- Ensure that all activities are inclusive for all children to take part in; offering a high-quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
- Provide opportunities for young people to access the local community and facilitate inclusion.
- Manage a staffing team during sessions, maintaining a dynamic and flexible attitude and leading by example.
- Lead first aider, designated safeguarding lead and fire Marshall during sessions.
- Collaborate with the school to create risk assessments and regulation profiles tailored to each service user's needs for use during sessions.

## **Working with families**

- Build a nurturing and enabling relationship with families, whilst maintaining professional boundaries.
- To help develop and maintain good relationships and communications with parents/carers of service users.
- Deliver information, advice, and support to parents/carers via a variety of communication channels.
- Signpost families to services that can offer support.
- Assist in referrals to agencies (e.g. social care, CAMHS)

## **Safeguarding and Child Protection:**

- Designated safeguarding lead for Mabel Prichard and The Iffley Academy Branch-Out provision
- Monitor safeguarding system for concerns, communicate with families, and escalate to Trust Designated Safeguarding Manager, MASH, LADO or social care teams as appropriate.
- Ensure accurate recording of all concerns and necessary actions taken.
- Support staff to feel confident to report and record all concerns accurately.

## **Team Leader**

- Manage all aspects of employee professional development including supervision/performance reviews.
- Lead team meetings.
- Plan and run team training sessions annually, including play training, disability awareness, and themed safeguarding workshops.

## **General Duties**

- Work alongside Branch-Out management to write and review policies and procedures relating to each provision.
- Ensure accurate record keeping of safeguarding concerns, young people enrolment details, accident/incident/behaviour records, and medication record forms.
- Liaise with a variety of professionals including social work teams, nursing teams, and OCC commissioning teams.
- Ensure professional knowledge is up to date by attending frequent training sessions and courses.
- To work in adherence with all Gallery Trust policies and procedures.
- Work alongside school and community nursing teams to ensure young people's medical requirements are met.
- Manage and maintain a social media presence and an open channel of communication with parents and families.
- Manage own timetable and diary, work flexibly to the needs of the service.

## **Safeguarding and Child Protection**

- To be a member of the Safeguarding Team for Branch Out, maintaining Level 3 Safeguarding qualification and acting in accordance with The Gallery Trust and Branch Out policies and procedures.
- To actively promote and support the safeguarding of children and young people in the provision, observing provision policies and procedures always keeping service users safe and secure.
- To participate in activities that provide the skills and knowledge necessary to complete this role. e.g. training, supervision and staff meetings.

## **General Responsibilities**

- As a member of the Trust's Central Team, contributing to the wider activities of the Trust and demonstrating a commitment to the organisation
- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the line manager
- Be aware of and support differences and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The job holder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The job holder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the Trust Short Breaks Lead. This job description is subject to annual review.

**SELECTION CRITERIA**  
**After School Club and Holiday Playscheme Lead**

<b>Essential</b>	<b>Desirable</b>
<p>Level 3 A-level, NVQ or equivalent.</p> <p>Level 2 safeguarding.</p> <p>Experience of leading and managing a small team.</p> <p>Experience of planning and implementing accessible opportunities for young people.</p> <p>Previous experience of working alongside children and young people aged 5-18.</p> <p>Previous experience of working alongside young people aged 12-18 with SEMH.</p> <p>Proficient in Microsoft 365 suite.</p> <p>Willingness to undertake level 3 safeguarding training.</p> <p>Willingness to undertake all relevant training required for the post of provision lead.</p> <p>A positive advocate for children and young people.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work onsite, throughout the school and within the local community.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Exceptional organisational and interpersonal skills.</p> <p>A commitment to the provision of high-quality inclusive childcare.</p> <p>Creativity to devise new ideas and engage service users in activities.</p> <p>Excellent communication skills with service users, colleagues, and parent/carers.</p> <p>Patience, punctuality, reliability, and trustworthiness.</p>	<p>Level 4 qualification – CertHE, Level 4 Diploma/NVQ or equivalent.</p> <p>Understanding of child development and learning.</p> <p>Relevant qualifications or experience relating to SEN and/or impairments.</p> <p>Interest in the care, learning and development of service users.</p> <p>Experience of working in small teams.</p> <p>Completion of relevant courses, such as, Level 3 Safeguarding, Prevent, Team Teach and first aid.</p>



Positive approach to inclusive practice with service users, their families, and the staffing team.

Respect for service users' social, cultural, linguistic, religious, and ethnic backgrounds.

Strong commitment to raising standards.

High expectations of self and others.

Professional attitude when representing the Gallery Trust within the community.