

ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL

After School Club Assistant Application Pack



Closing Date:
Wednesday 9th April 2025 – midday

Shortlisting Date:
Wednesday 9th April 2025

Interview Date:
Wednesday 16th April 2025

Funded by

Department
for Education

English Hubs
St John Vianney English Hub



 Diocese of Lancaster
Education Service
Euntes in mundum


Blessed Edward Bamber
Catholic Multi Academy Trust

Welcome to St John Vianney

Thank you for your interest in applying for the role of After School Club Assistant at St John Vianney Catholic Primary School.

St. John Vianney Catholic Primary School & English Hub is seeking to appoint an inspirational staff member to join a team of dedicated staff working within the Our Catholic School. The governors of St John Vianney Catholic Primary School are seeking to appoint a highly committed and energetic person to join our team as a member of our after school club. The successful candidate will be expected to work under the guidance of the leadership team, and the Extended provision lead.

Our school offers a range of professional development opportunities for the successful candidates. If you are looking for a position to make a difference to the young people and their families within our community, we would welcome an application.

Hours may also be available for Holiday Clubs.

We can offer:

- A commitment to promoting staff well being.
- Polite, well-behaved children that are Sincere, Joyous and Virtuous.
- High quality bespoke CPD
- Supportive, collaborative and inclusive teamwork

We are looking for a person who:

- Supports us in delivering our Catholic ethos and mission throughout the school and the community.
- Can thrive in a busy, fast-changing environment.
- Is a positive thinker and solution focused.
- Is self- driven to achieve the best outcomes for our children and families.
- Has excellent communication skills.
- Be an excellent, enthusiastic, flexible and self-motivated teacher
- Be able to deliver a rich, well balanced learning experience
- Have high expectations of children's achievement, attainment, behaviour and attitudes
- Have a positive outlook and be keen to contribute to the success of our school
- Support for Pupils – Under the clear guidance of the after school club lead assist in the after school provision for our children.
- To undertake activities to assist in monitoring the Personal, Social, Emotional and Mental Health needs of pupils.
- To develop positive, nurturing relationships with pupils to assist pupil progress and attainment.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Yours sincerely,

Clare Evans
Headteacher

We look forward to receiving your application



“Seeking Growth Together Through Jesus”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of After School Club Assistant at St. John Vianney Catholic Primary School. St. John Vianney is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

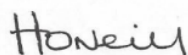
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

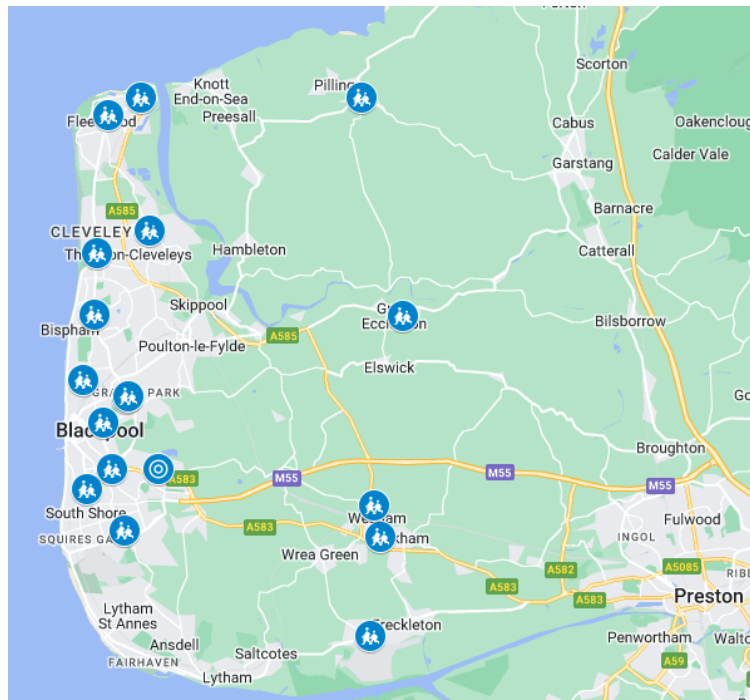
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

| | | | |
|---|--|---|--|
|  | Christ the King Catholic Academy |  | Holy Family Catholic Primary School, Blackpool |
|  | Holy Family Catholic Primary School, Warton |  | Our Lady of the Assumption Catholic Primary School |
|  | Sacred Heart Catholic Primary School |  | St Bernadette's Catholic Primary School |
|  | St Cuthbert's Catholic Academy |  | St John Vianney Catholic Primary School |
|  | St Joseph's Catholic Primary School |  | St Kentigern's Catholic Primary School |
|  | St Mary's Catholic Academy, Blackpool |  | St Mary's Catholic Primary School, Fleetwood |
|  | St Mary's Catholic Primary School, Great Eccleston |  | St Teresa's Catholic Primary School |
|  | St William's Catholic Primary School |  | St Wulstan's & St Edmund's Catholic Primary School |
|  | The Willows Catholic Primary School | | |



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or role, please contact the school office:

Tel: 01253 311248

or

Email: admin@sjvprimary.co.uk

Application process

Applicants must complete the CES application form (available on the school and Trust website):

<https://bebcmat.co.uk/job-vacancies> & <https://stjohnvianneys.co.uk/vacancies/>

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Please send your completed CES application form to Danny Johnson, School Business Leader:

Danny.johnson@sjvprimary.co.uk

We will acknowledge receipt of your application.

Closing date for applications: Wednesday 9th April 2025 - midday

Shortlisting date: Wednesday 9th April 2025

Interview date: Wednesday 16th April 2025

Post Details

Grade: NJC pay Grade B – scale point range 3 to 4

Salary: £24,027.00 to £24,404.00 (pro rata)

Contract: Fixed Term until 31/8/2025 with the possibility of extending the term

Hours: 5 per week, Term Time only

Start Date: As soon as possible

Job Description

Before and After School Support 1

Purpose of the role (job statement)

To assist with the delivery of out of school activities to pupils (before and after school), ensuring the security and safety, welfare and good conduct of pupils during these times.

Responsibilities

Key duties:

1. Assist with the delivery of activities to meet the educational and recreational needs of the pupils;
2. Set up and ensure that all equipment used is clean and safe;
3. Supervise pupils at all times, including physical activities (in the playground or fields), such that they are safe and well under direct instruction of senior staff;
4. Ensure pupils get to class on time;
5. Liaise with parents / carers to ensure the pupils' individual needs are met;
6. Report any incidents to senior staff;
7. Communicate with pupils to encourage participation in activities, support learning, development and healthy eating;
8. Works to set procedures, responding to individual pupil questions or needs on a day-by-day basis;
9. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Maintain accurate records;
2. Assist in the preparation and serving of healthy food / snacks;
3. Demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Knowledge, skills and / or qualifications in play work / childcare provision according to national requirements by
- the type of setting;
- Knowledge of procedures for delivering before and after school activities for pupils;
- Experience of delivering physical activities inside and outside the classroom.

Grade B – SCP 3 – 4

Person Specification

Before and After School Support 1

| <u>Requirements</u> | <u>Essential</u> | <u>Desirable</u> |
|---|--|--|
| Qualifications | <ul style="list-style-type: none"> • Good basic Numeracy and Literacy skills | <ul style="list-style-type: none"> • Recognised Child Care qualification (or equivalent) • Evidence of relevant qualifications |
| Training | <ul style="list-style-type: none"> • Commitment to undertaking relevant training and development | <ul style="list-style-type: none"> • Evidence of relevant training |
| Experience | <ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age (own / family / friends or in a school setting) | <ul style="list-style-type: none"> • Experience of working in a school environment |
| Knowledge and skills & abilities | <ul style="list-style-type: none"> • Ability to work as part of a team and individually • Ability to relate well to children • Ability to organise resources • Ability to act on own initiative, dealing with any unexpected problems that arise • Good interpersonal and communication skills • Knowledge of the concept of confidentiality • Basic knowledge of First Aid • Good time management and multitasking skills | |
| Personal characteristics | <ul style="list-style-type: none"> • Act with honesty and integrity • Reliable • Enthusiastic and motivated • Flexible attitude to work | |
| Other (including special requirements) | <ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Satisfactory attendance record/commitment to regular attendance at work | |

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job, and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



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