



**Parkland
Federation**

ASC Co-ordinator
INFORMATION



CONTENTS

Parkland Federarion	Pg 3
Welcome from Trust CEO Jon Whitcombe	Pg 4
Job description	Pg 5
Person specification	Pg 7
Overview of Swale Academies Trust	Pg 8
Application process	Pg 9
Safeguarding	Pg 10





Parkland Federation

Welcome to The Parkland Federation in Eastbourne

A very warm welcome from The Team at The Parkland Federation. You will find our two schools nestled in the heart of Eastbourne, which is situated on the South East Coast of England. Eastbourne is well known for its Victorian Seafront, 19th-century Pier, our 1930s Bandstand and The Redoubt Fortress, built during the Napoleonic Wars and home to a military museum. The town itself is brimming with culture, including The Towner Art Gallery, multiple theatres and a diverse range of restaurants. We are also famed for the tall chalk cliffs of Beachy Head and its striped lighthouse, built in 1902. The town is awash with parks and walks and also boasts a harbor as well as a variety of gyms and pools for keep fit fans. The schools themselves are a 5 minute walk from Hampton Park Train Station which has fast links to London and Brighton.

At Parkland, we pride ourselves in being one of the top performing schools in the town. Our motto 'Aim high, work hard, Dream BIG' means there are no limits to any child's potential. Our school grounds include a large playing field, two playgrounds, two ponds, a computing suite and a Thrive unit to support children's emotional development. We have a vegetable patch and herb gardens to support children's understanding of sustainability and keep ducks and chickens which we hatch ourselves – one of many awe inspiring aspects of our curriculum. We have a strong team of Pastoral experts, including a School counsellor, a Play Therapist and a Mental Health Practitioner. Together they offer a holistic approach to pupil well-being. We also offer Pet Therapy and are an Eco Friendly School.

The teaching team at Parkland is highly passionate about all aspect of learning. Each subject is led by in house experts and the curriculum has been developed by school staff to ensure it is bespoke for the pupils who attend. The curriculum celebrates diversity, educates about a multitude of cultures and promotes equality at every opportunity. Professional Development is strong for those at the early stages of their career and we promote within our team the belief that education is lifelong. Teachers at Parkland are at the forefront of developments within Education and ensure they prepare pupils well for an ever evolving picture of the future.

I would like to thank you for your interest in our schools and look forward to meeting you soon.

Yours sincerely

Sally Simpson
Head of Schools

Julie Prentice
Executive Headteacher

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

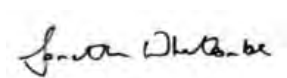
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: After School Club Co-ordinator

Salary: SAT 5

Responsible to: Headteacher/Management Board

Purpose of the Job:

- To be responsible for the development and daily management of the After School Club providing a safe, caring and stimulating environment for children.
- To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.
- To develop, implement and review the policies, procedures and practices within the After School Club.

Dimensions

- Subordinates: After School Club staff
- Budget: Will deal with collection of fees etc. but no direct budget responsibility.
- No. of Children: up to 24

Main duties and responsibilities (Accountabilities):

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Develop activities to ensure the National Standards and out of school play values are met at all times and take a key role in suitably equipping the After School Club in order to provide a stimulating environment for the children.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff and be responsible for all Health and Safety matters to ensure the well-being of all those who use and work in the club.
- Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the After School Club ensuring compliance with legislation and Swale Academies Trust's framework.
- Develop, monitor and implement an Operational Plan, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of After School Club staff in order that appropriate staff are appointed.

JOB DESCRIPTION



- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and maintain accurate and confidential financial records ensuring that Swale Academies Trust's financial procedures are adhered to and expenditure and income are kept within budget.
- Provide healthy meals / snacks in order to promote healthy eating and ensure that children, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the After School Club's Equal Opportunities Policy is adhered to.
- Act as the Child Protection Co-ordinator working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that Swale Academies Trust guidelines for Child Protection are adhered to.

Scope for Impact

- The After School Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way.
- The safe and stimulating play environment of the After School Club depends on the management skills of the After School Club Supervisor who needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and is compliant with legislation and Swale Academies Trust's framework.
- The Supervisor will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

Job Context

- The After School Club Supervisor will be expected to direct and supervise the After School Club staff.
- The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.
- The post holder must have an extensive awareness of the After School Play Values and National Standards for After School Care. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none">Minimum of NVQ Level 3 qualification or equivalent in Playwork development.Paediatric First Aid Certificate or a willingness to obtain.	D
		E
Experience, Skills and Abilities	<ul style="list-style-type: none">Experience and understanding of multi-agency and partnership working.Experience of basic technology (computer, video, photocopier).Minimum of 2 years supervisory or management experience in a childcare setting.Understanding of financial policies and procedures together with experience of budget monitoring and control.Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	D
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OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to dawn.berhane@swale.at or by post to the following address:

Mrs Dawn Berhane
Parkland Federation
Brassey Avenue
Eastbourne
East Sussex
BN22 9QJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732