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**Enquire Learning Trust Application Pack**

**After School Club Leader**

**Roseberry Academy**Roseberry Crescent  
Great Ayton  
Middlesbrough  
TS9 6EP  
Tel: 01642 722883



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**A group of kids playing outside

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**The Enquire Learning Trust**

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

**Values**

* We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
* We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
* We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
* We take learning seriously and work together to create a vibrant culture in which this can happen.  We know that it’s what we do that counts and that our thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

**Roseberry Academy**

We are a caring village school with a dedicated and committed staﬀ, supportive Governors and parents, an active PTA and happy children! As an Enquire Learning Trust Academy, we strive for the highest standards and have a clear vision for the future.

At Roseberry Academy, we strive to enable our children to become eﬀective and successful learners. We provide an environment with positive and confident attitudes and encourage mutual respect. Children are inspired and enthusiastic about their learning, which is engaging, fun, topic based and objective led with targets, building upon previous knowledge and developing new skills.

We believe that children learn through fun and provide a range of exciting, high quality experiences for all, both in school and through extra curricular activities that are carefully matched to individuals’ abilities. A variety of teaching and learning strategies are used with ongoing assessment to ensure progression. This, in turn enables us to help our children develop as enquiring, reflective, independent learners with high expectations for themselves and their learning.

**Our Vision**

Roseberry Academy is a family. It is based upon a belief system which values individuals equally. Staff know children intimately and equal importance is given to academic, social and emotional development and, consequently, relationships within the community of the academy are strong.

Pastoral care is given the highest of priorities with the recognition and understanding that children come from a diverse range of backgrounds and experiences which impacts upon their development. Warmth, humour and mutual respect are shared behaviours which are evident throughout the school and they, along with high expectations and ambition for all, form the basis upon which foundations for learning are built. The curriculum at Roseberry is enquiry led and children are encouraged to lead their own learning and are seen to be enthused and engaged throughout lessons which inspire them.

Children who leave Roseberry Academy at the end of Year Six do so with a toolkit for life: confidence in themselves as individuals- their understanding of their place in the world, their achievements and aspirations; a love of learning and thirst for knowledge, as well as pride in their academic achievement; a clear understanding of how to reach their aims; a readiness for their next stage in learning; the ability to persevere and find solutions through the development of their emotional intelligence and their own set of values which they are confident to articulate and share.

Personal development, behaviour and welfare at Roseberry is outstanding and our strategies are highly effective with all.

Our most recent, successful Ofsted inspection (2023) graded our school as good with EYFS provision as outstanding.

**After School Club Leader**

**(ELTNOV13)**

**Contract Type:** 16.25 hours per week, term time only plus 5 training days

(3.00pm – 6.15pm, Monday – Friday)

Fixed term contract until 31st August 2026

**Start date:** 1st September 2025

**Salary:** NJC Point 6

**Application Deadline:** Monday 16th June 2025

**What we’re looking for**

We are seeking to appoint a highly-motivated and reliable individual to lead our after school wraparound provision. The successful applicant will be responsible for the day-to-day management of the provision where pupils can enjoy a range of play, learning and leisure activities.

We are seeking to appoint a highly dedicated and energetic professional who:

* Is qualified at Level 3
* Will plan creative learning opportunities indoors and out to inspire pupils
* Is committed to working in a team environment
* Is caring, compassionate and dedicated to making a difference
* Is highly organised and has a positive attitude towards their role

**What we can offer**

Roseberry Academy is a great place to work and as part of the Enquire Learning Trust, we offer exceptional professional development opportunities and effective working partnerships between our schools.

**Contact Us**

To arrange an informal chat or a look around the school, please contact Mrs J Taylor, Business Manager by emailing office@roseberryacademy.org

**Safeguarding**

Roseberry Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**How to Apply**

Please select the **Apply Now** tab at the top of the job advert.

Important: references will be obtained before interview, please note on your application if you do not wish for your current employer to be contacted before interview.

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**Job Description**

|  |  |
| --- | --- |
| **Job Title** | After School Club Leader |
| **Location/Base** | Roseberry Academy, Great Ayton |
| **Reporting to** | Principal |

### Job Purpose

To be responsible for the development and daily running of the Club, providing a safe and caring environment in line with relevant statutory guidance, where children 5-11 years of age can enjoy a range of play, learning and leisure activities.

To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

The role may require the administration of medicine and or first aid.

### Main Duties

To undertake the daily running of the Wraparound provision, working with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual development needs of the children and to prepare and provide drinks and snacks as appropriate.

To work as part of a small team of staff to deliver high quality creative play opportunities in a safe and caring environment.

To liaise with school staff with regard to the needs of the children who attend the club.

To liaise with parents to encourage parental involvement and support of the Wraparound provision.

To maintain all records relating to the management of the club, taking registers and administering medication and first aid as needed, ensuring confidentiality and data protection of the children, their families and members of staff.

To carry out administration procedures, record keeping, ordering and purchasing, in accordance with the academy’s systems.

To identify any potential child protection issues related to specific children or to the overall running of the club, liaising with the school’s Designated Child Protection Lead and other professionals as appropriate in order to safeguard and promote the welfare of our children.

To meet children’s individual medical needs as required.

To develop and maintain good communication with the Principal and with parents/carers.

To consult with parents, carers and children on the ongoing evaluation of the quality of the provision and to regularly undertake self-evaluation of the club.

**PERSON SPECIFICATION**

**POST TITLE: After School Club Leader**

**GRADE:** NJC Point 6

|  |  |  |
| --- | --- | --- |
| **Qualifications / Training** | **Essential / Desirable** | **Method of Assessment** |
| Valid Level 3 qualification – Teaching Assistant, Childcare or Play work equivalent. | E | Application, Interview |
| GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths | D | Application, Interview |
| Basic Food Hygiene Certificate | D | Application, Interview |
| Paediatric First Aid Certificate | D | Application, Interview |
| **Experience** | **Essential / Desirable** | **Method of Assessment** |
| Experience working in a school environment or other educational setting | E | Application, Interview |
| Experience working with children / young people | E | Application, Interview |
| Experience planning and delivering learning activities, including for small groups | D | Application, Interview |
| **Skills and knowledge** |  |  |
| Good literacy and numeracy skills | E | Application, Interview |
| Good organisation skills | E | Application, Interview |
| Recent experience of working with children ages 5-11 | E | Application, Interview |
| Ability to build effective working relationships with all pupils and colleagues | E | Application, Interview |
| Ability to promote a positive ethos and role model positive attributes | E | Application, Interview |
| Ability to work with children at all levels regardless of specific individual need | E | Application, Interview |
| Ability to adapt own approach in accordance with pupils needs. | E | Application, Interview |
| Excellent communication and listening skills | E | Application, Interview |
| Be able to maintain confidentiality | E | Application, Interview |
| Ability to plan effectively and respond to unplanned circumstances using initiative, sound judgement and common sense | E | Application, Interview |
| The ability to manage behaviour of children in a positive and supportive manner | E | Application, Interview |
| Knowledge of safeguarding and Keeping Children Safe in Education. | E | Application, Interview |
| Equal Opportunities and recognising the nature of the diverse school community | D | Application, Interview |
| Working knowledge of relevant policies/codes of practice/legislation | D | Application, Interview |
| **Attitude and Impact** |  |  |
| Calm, friendly, approachable and professional manner | E | Application, Interview |
| Flexible | E | Application, Interview |
| A commitment to working as part of the whole school team and supporting the vision and aims of the school | E | Application, Interview |
| Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. | E | Application, Interview |
| Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work | E | Application, Interview |
| **Personal** |  |  |
| Enhanced DBS clearance | E | Pre-employment check |
| Eligible to work in UK | E | Application, Interview |

**Contact Details:**

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Email: office@roseberryacademy.org

*The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

**DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with*[*Keeping Children Safe in Education*](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf)*.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

*All* documentation will be treated confidentially and processed in accordance with Data Protection regulations.