



STRENGTH THROUGH KNOWLEDGE

**James Dixon  
Primary**

**After School Club Play Worker  
INFORMATION**





## CONTENTS

James Dixon Primary	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



## James Dixon Primary

Dear Applicant,

The process of finding the right school for you can be a tricky one so thank you for taking the time to research our school. James Dixon Primary School is part of Swale Academies Trust, a multi academy trust which puts teaching and learning at the heart of everything they do.

James Dixon Primary School is a vibrant, diverse, caring and happy community. We grow together by embracing the diversity of our school community and value the privilege which comes with being part of a multicultural school community.

A visitor to our school once described it as "...an oasis in the heart of Anerley." An appropriate description because of our beautiful grounds, the care that our team takes to ensure that every pupil is safe and has a memorable primary school experience. We do this through a genuinely creative curriculum enriched with face to face and digital teaching; Forest School and outdoor learning; a commitment to the arts and a commitment to the highest standards and outcomes for each and every one of our pupils.

We are on a journey of continuous reflection and improvement. If you are someone who believes in teachers as learners, prioritises children's wellbeing, enjoys being outside and can find something good in every day, then we may be the school for you.

If you would like to join this vibrant community of educators then please complete an application form.

Sincerely

Kevin Minnott  
Head of School

Michelle Aldred  
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.

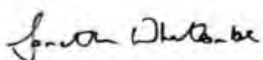
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary 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 Play Worker

**Salary:** SAT 3 (Outer London)

**Responsible to:** Wrap Around Care Manager

**Main Purpose:**

To work under the guidance of the Wrap Around Care Manager and Head of School to provide child care for pupils attending the After School Club.

Working closely with the children providing encouragement, friendship and supervision. To assist the manager in offering the children a wide range of play activities and ensuring that the club offers the children a relaxed, informed and caring environment.

**Main duties and responsibilities (Accountabilities):**

- Assist in the preparation of snacks, cleaning away and washing up when required.
- To be responsible to a group of children as designated by the manager.
- Assist in ensuring that the children are safe at all times and drawing attention to the Wrap Around Care Manager of any likely causes of danger.
- To attend occasional staff meetings.
- To attend training sessions occasionally if required at a mutually agreed time and date.
- To accompany the children on outings, accepting responsibility for the whereabouts and safety of a designated small group of children.
- To inform the Wrap Around Care Manager immediately of any incident which could be detrimental to the well-being of any child within the club's care.
- To offer ideas and participate in new and improved play activities. This will involve offering a weekly activity, e.g. arts and crafts/physical/cooking.
- To help set out activities before the children arrive and pack up at the end of the day.





# JOB DESCRIPTION



- Undertake any duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.
- Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.
- Fully and positively participate in the Trust's appraisal scheme in order to develop and enhance personal and service performance.
- Implementation of the Trust's Equal Opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

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	• Equivalent to NVQ Level 2 in Early Years/Play-work/Teaching Assistant (willing to start a course immediately).	E
	• First Aid Certificate (willing to acquire certificate).	D
	• Food Hygiene (willing to acquire certificate).	D
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age.</li> <li>• Experience of working with children who may have additional needs.</li> </ul>	D D
Skills, Knowledge and Abilities	• Ability to relate well to children and adults.	E
	• Ability to lead and work constructively as part of a team.	E
	• Have an understanding of how to plan and organise activities for children to play.	E
	• Knowledge of relevant policies, codes of practices and relevant legislation i.e. OFSTED, Health & Safety, First Aid.	E
	• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E



# 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](http://swale.at) website. Completed forms can be sent to [thanh.ly@swale.at](mailto:thanh.ly@swale.at) or by post to the following address:

Mrs Thanh Ly  
James Dixon Primary School  
William Booth Road  
Anerley  
London  
SE20 8BW

## 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

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