



**After School Club Supervisor  
Applegarth Primary School**

**Recruitment Information Pack**



## Contents

About the School	3
Application Process	5
Job Description and Person Specification	6 – 9
Applying for a job with North Yorkshire Council	10



## Applegarth Primary School

**Dear applicant,**

On behalf of the children, staff and governors of the school, we would like to extend a warm welcome to you. Our school is situated in the market town of Northallerton; the local area has a rich historical heritage. This is a key aspect of our curriculum for which we have been awarded national accreditation as a Heritage School.

Since my appointment in September 2019, there has been significant change for improvement and you are joining us alongside a recently appointed Deputy Headteacher who has brought further strength and energy to the leadership team. We have a committed, long-standing and loyal staff along with a growing number of newly-appointed teachers and leaders, so it really is an exciting time to join our team.

### **Every Child a Reader**

At Applegarth Primary School, we recognise the importance and value of reading; it is for this reason we have placed reading at the heart of our whole school curriculum. We are relentless in our efforts of ensuring that learning to read progresses to reading, effortlessly, to learn; this is why our approaches to phonics and early reading are the foundations for our children's learning, not just in English but across the whole curriculum and all learning opportunities.

Developing children who become lifelong readers and who choose reading for pleasure is essential. It is for this reason we have made significant changes to our reading environments, reading resources and provided a wide range of opportunities for children to participate in exciting virtual author events. To support reading across the curriculum, children have exposure to a wealth of high-quality texts, feeding their imagination, and igniting a love of reading and learning. Reading for pleasure begins in developing confident and competent readers, we place high value of teaching and learning opportunities which promote and develop both reading fluency and comprehension.

### **Technology**

At Applegarth, we believe that the use of innovative technology has a significant impact on pupil outcomes. Our Computing Lead runs CPD for the Swaledale Alliance and has provided school-to-school support on ICT and computing. Pupils who attend Code Club use a vast array of technologies: Crumbles, Raspberry Pies, Microbits and a range of coding software. This entitlement is also built into our curriculum. A recent visitor to school described us as: "Preparing children for the future by combining new technologies with a real appreciation of nature".

## Extra-Curricular Opportunities

We are passionate about engaging children in after school and sports activities both in school and within the local community. We work relentlessly to create opportunities for pupils to start a love of sport and to nurture their talents in other areas. The children can attend a variety of school-organised clubs in sports and other areas. Over the course of this year, we have offered: Book Clubs, Arts and Crafts, Karate, Cricket, Code Club, Dance, Rugby, Football, Gymnastics, Military Kids Club, Archery and Crochet. Qualified coaches lead sports clubs on site. We take part in many inter-school sports competitions and ensure that a wide range of pupils have the opportunities to be involved whilst developing skills and expertise. We are proud of our four School Games Gold Awards; we are now focusing on achieving the Platinum Award.

## Partnerships

Successful partnerships between the school, the parents and the pupils enable each pupil to take full advantage of all that our school has to offer. Our partnerships also extend to us working closely with other schools. We work collaboratively with local primary schools in The Beacon Partnership; this provides opportunities for schools to share resources, benefit from the growing strengths of each school, and provide shared events and experiences for children.

We are also a partner school in the wider Swaledale Alliance. All members benefit from collaborative support to improve learning outcomes for pupils and continued professional development (CPD) of educational debate and training beyond. We are also a Schools North East partner school which gives us access to high-quality networking and training opportunities at the regional level too.

## Outdoor Learning

We value outdoor learning for all children and we maximise our school grounds and local area. Our grounds include a well-designed nature area, a pond, a bug hotel, hen coop, vegetable and fruit zones, a mud kitchen, climbing apparatus and a sports field. We have two members of staff with Level 3 Forest Schools accreditation and one with Level 2. Our Reception Class learn in the Wildlife Area on Forest Fridays and Wild Wednesdays.

Yours sincerely,

Mr. Justin Peoples  
Headteacher

Rev. Claire Soderman  
Chair of Governors

## Application Process

### **Queries, Visits / Calls with the Head**

For further information, please visit our school website: <http://www.applegarth.n-yorks.sch.uk/our-school/job-vacancies/> Informal chats about the role are welcomed and encouraged. For queries or to arrange a call or visit with the Headteacher / Head of Department, please contact: [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)

### **Visit times:**

Friday 9<sup>th</sup>, Monday 19<sup>th</sup> and Tuesday 20<sup>th</sup> between 4-5pm  
(The school is closed for half term week commencing 12<sup>th</sup>)  
Please email Chloe to book a visit

### **How to apply**

Please apply via NYC Jobs  
Please contact us if you need an application form in a different format.  
Unfortunately we do not accept CVs.

*We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records 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.*

*North Yorkshire Council (NYC) advertise vacancies and process applications on behalf of schools and external organisations (third parties) in North Yorkshire. NYC are not responsible for the recruitment/employment practices of third parties and accept no liability in relation to the vacancy and any subsequent recruitment/employment processes. Further information on how we process your data can be found [here](#).*

## Job Description

<b>POST: After School Club Supervisor</b>	
<b>GRADE: Grade E</b>	
<b>RESPONSIBLE TO: Head Teacher</b>	
<b>STAFF MANAGED: After school club assistants</b>	
<b>JOB PURPOSE:</b>	The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. Take a lead role in running the club.
<b>JOB CONTEXT:</b>	<p>The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management	<ul style="list-style-type: none"> <li>• Maintain a register of children</li> <li>• Prepare &amp; provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards</li> <li>• Prepare and set up room</li> <li>• Administer basic first aid as required</li> <li>• Undertake the personal care of children as required, including toileting, dressing, sickness</li> <li>• Ensure the children and young persons are supervised at all times</li> <li>• Contribute to the development of club policies, procedures, aims and objectives</li> <li>• Promote the club by creating promotional displays</li> <li>• Ensures the equipment is maintained and stored appropriately</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Close liaison with parents, colleagues, pupils</li> <li>• Encourage parental involvement and support</li> <li>• Promote healthy eating</li> <li>• Report on the progress of the club and any issues of concern to school leadership team</li> </ul>

Partnership or Corporate Working	<ul style="list-style-type: none"> <li>• Communicate with school staff, parents and children/young people as appropriate</li> </ul>
Resource management/ People Management/ Buildings and Infrastructure	<ul style="list-style-type: none"> <li>• Collect monies from parents as required and record accurately</li> <li>• Responsible for the purchase of resources, including food/drink &amp; equipment</li> <li>• Ensure the building is safe and secure for the children and young persons at all times</li> <li>• Encourage, lead and support a team of playworkers/assistants ensuring good performance all the time</li> <li>• Address performance or conduct issues promptly</li> <li>• Provide induction and training to new staff members</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities</li> <li>• Monitor and evaluate the effectiveness of the club</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of the children and young people.</li> <li>• Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Ensure the safety of all children in the event of a fire/drill or other emergency</li> <li>• Ensure all accidents and emergencies are dealt with according to the policy</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to</li> </ul>

	<p>be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</p>
Customer Service	<ul style="list-style-type: none"> <li>• The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	<b>8<sup>th</sup> February 2024</b>



**Person Specification**



Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An understanding of and commitment to the provision of good quality childcare</li> <li>• An understanding of food hygiene rules</li> <li>• Health &amp; safety knowledge, including lifting and handling and fire prevention</li> <li>• A sound understanding of safeguarding procedures</li> <li>• Knowledge of Healthy Eating</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> <li>• Knowledge of child development &amp; learning processes</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience of working with children in a play work or educational setting</li> <li>• Experience of keeping records, including financial records</li> </ul>	<ul style="list-style-type: none"> <li>• Staff supervision experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to plan, deliver and evaluate safe activities relevant to the age of the children</li> <li>• Organisational skills</li> <li>• Ability to work on own initiative and use common sense</li> <li>• Ability to communicate effectively with parents and colleagues, verbally and in writing</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to work effectively in a team</li> <li>• Committed to continuing professional development</li> <li>• Emotional resilience</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Behaviour management skills</li> <li>• ICT skills</li> <li>• Ability to lead a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour management skills</li> <li>• Basic ICT skills</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Recognised childcare qualification at level 3 or equivalent</li> <li>• Current first aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene certificate</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	

## APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION



Resourcing Solutions

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### **Data Protection**

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### **Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### **Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### **Canvassing**

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

### **Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))**

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks

processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.

2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.