



Istead Rise  
Primary School

## After School Club Supervisor INFORMATION





## CONTENTS

Istead Rise Primary School	Pg 3
Job Description	Pg 4
Person Specification	Pg 5
Overview of Swale Academies Trust	Pg 6
Application Process	Pg 7
Safeguarding	Pg 8



Dear Applicant

Thank you for taking an interest in this vacancy.

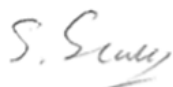
At Istead Rise we believe that through the delivery of a knowledge-led, experiential curriculum, we can support all learners to reach their true potential. The team at Istead Rise provide a varied and engaging curriculum and children are encouraged to become independent learners. Staff have high expectations of the children and tailor their lessons to ensure all learners enjoy the greatest range of opportunities to help them succeed in all areas of the curriculum. We greatly value outdoor learning and we have a Forest School which all children have access to throughout the school year, even when it is pouring with rain! Our pupils also benefit from having our own swimming pool which they will all use at different times across their academic careers with us.

Staff wellbeing is extremely important to us and leaders will strive to ensure that all employees are well supported at all times. Working at Istead Rise provides an opportunity to grow your skill-set and develop your career. We believe that learning never ends and therefore ensure that all staff are given the opportunity to learn new skills and keep old skills up to date through a programme of regular CPD. Istead Rise Primary School is situated in generous and scenic grounds, close to Gravesend and the A2.

Istead Rise Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references. As a school we are dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply you should send a fully completed application form via Kent Teach. We look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Payne'.

Mr S Payne  
Head of School

A handwritten signature in blue ink, appearing to read 'J. Olivier'.

Mrs Jeannine Olivier  
Executive Headteacher



# JOB DESCRIPTION



**Job Title:** After School Club Supervisor  
**Salary:** SAT C  
**Responsible to:** Acting Head of School/Head of School

## **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 children.

To develop, implement and review the policies, procedures and practices within the After School Club.

## **Main Duties and Responsibilities**

1. 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.
2. 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.
3. 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 wellbeing of the children and staff and be responsible for all Health and Safety matters to ensure the wellbeing of all those who use and work in the club.
4. 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 the Swale Academies Trust framework.
5. Work in partnership with the school, external agencies and professionals, as required, ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.
6. Act as a role model and be able to effectively communicate with children, parents, etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.
7. 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.
8. 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.
9. 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.
10. Act as the Designated Safeguarding Lead, 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.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



# PERSON SPECIFICATION



Knowledge and Skills	Essential / Desirable
Minimum of 2 years supervisory experience in a childcare setting with demonstrable understanding of play work development.	D
Paediatric First Aid Certificate or willingness to obtain.	D
Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.	D
Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	D
Experience	
Experience and understanding of multi-agency and partnership working.	D
Experience of basic technology (computer, video, photocopier).	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, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- 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 the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Julia Mackie  
Istead Rise Primary School  
Downs Road  
Istead Rise  
Gravesend  
Kent  
DA13 9HG

## 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.

Swale Academies Trust schools will run an online check of shortlisted candidates.

## 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.



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

COMPANY NUMBER: 7344732