



APPLICANT PACK

# After School Club Assistant (Level 3)

*St Joseph's Catholic Primary School, Loftus*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of After School Club Assistant (Level 3). Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package



Applicants should return their application forms to [enquiries@stjosephs.npcat.org.uk](mailto:enquiries@stjosephs.npcat.org.uk) by the **closing date, Friday 6th June 2025 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Mr S Geaves, Executive Headteacher on 01287 640613.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

|                       |   |
|-----------------------|---|
| <b>Required:</b>      | As soon as possible   |
| <b>Salary:</b>        | £25,183 - £25,584 pro rata (actual salary £8,593 - £8,730)            |
| <b>Hours:</b>         | 15 hours per week, Monday to Friday, Term Time Only                   |
| <b>Contract Type:</b> | Fixed term until 31st March 2026                                      |
| <b>Location:</b>      | St Joseph's Catholic Primary School, Rosecroft Lane, Loftus, TS13 4PZ |

We are seeking to appoint an enthusiastic lead for our after school vacancy.

The successful candidate will lead and be responsible for the day to day organisation of the before and after school provision, providing high standards of care and play opportunities for children in a safe and secure environment.

You will be suitably qualified to at least a full and relevant Level 3 qualification. Please refer to the attached Job Description and Person Specification enclosed.

St Joseph's Catholic Primary School is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools and 2 sixth forms from across the Diocese of Middlesbrough. With more than 12,300 pupils and 1,500 staff, the Trust is one of the North-East's largest Catholic Trusts.

## **The successful candidate will:**

- Have experience of working with children
- Have excellent standards of literacy, numeracy and spoken English
- Support pupils' learning needs
- Demonstrate excellent behaviour management and communication skills to support pupils with different needs and abilities
- Work flexibly and be committed to ensuring a wide range of fun, creative and engaging activities

## **We offer you:**

- A welcoming community with a strong Catholic ethos;
- Well behaved and motivated children who enjoy learning and coming to school;
- A welcoming and supportive staff team;
- Supportive and dedicated parents and governors;

- Opportunities for your own Continuous Professional Development.

**Closing date: Friday 6th June 2025 at 9am**  
**Interview date: Wednesday 11th June 2025**

Please refer to the back cover of the application pack for details of how to apply for this position.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** After School Club Assistant (Level 3)

**Grade:** E, SCP 6-7

## Job Purpose

To lead in the organisation and running of the After School Club. To provide a safe and secure environment for children attending, providing appropriate play activities. To lead staff to ensure that a caring and stimulating environment is provided for children that takes into account individual development needs and enables children to reach their full potential.

## Main Duties & Responsibilities

- To ensure all children attending the After School Club (including those who have individual needs or are vulnerable) start their day in a calm and positive manner
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in an activity area
- To lead and prepare, clear away afterwards, encouraging the full involvement of pupils, as appropriate
- To help lead and organise play and other activities
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's wellbeing and readiness for class; provide help and support to children
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy
- To be well aware of the children's personal, social and emotional needs and to respond to these appropriately, encouraging independence
- To consider the needs of pupils in all decisions about the clubs
- To provide a service that respects children's life experiences and celebrates diversity; in terms of language, culture, ability, race and religion
- To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy

- To discuss individual children's issues and development with the Headteacher and other members of staff as appropriate and to take any necessary action
- To attend courses to ensure continuing professional development and to keep abreast of key developments that affect the After School Clubs
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities
- Managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Support pupils to understand instructions
- Prepare and maintain equipment/resources
- Contribute to the overall ethos/work/aims of the school
- Any other duties as may be reasonably required to reflect changing needs and circumstances within the After School Clubs

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

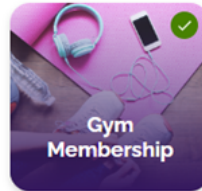
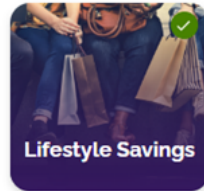
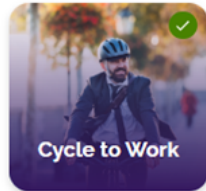
***These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.***

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE***

# Person Specification

| Stage                                |     | Essential  |    | Desirable                    |
|--------------------------------------|-----|--|----|------------------------------|
| <b>Experience</b>                    | E1  | Experience working with children of relevant age   |    |                              |
| <b>Qualifications &amp; Training</b> | E2  | Good numeracy/literacy skills  | D1 | Recent safeguarding training |
|                                      | E3  | Relevant Level 3 qualification   |    |                              |
|                                      | E4  | Paediatric First Aid   |    |                              |
| <b>Knowledge &amp; Skills</b>        | E5  | Use of other equipment technology – video, photocopier   |    |                              |
|                                      | E6  | Understanding of relevant policies/codes of practice and awareness of relevant legislation                                   |    |                              |
|                                      | E7  | Basic understanding of child development and learning  |    |                              |
|                                      | E8  | Ability to relate well to children and adults  |    |                              |
|                                      | E9  | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |    |                              |
| <b>Personal Characteristics</b>      | E10 | Caring attitude towards pupils and parents   |    |                              |
|                                      | E11 | Ability to demonstrate enthusiasm and sensitivity whilst working with others   |    |                              |
|                                      | E12 | High expectations of self and pupils   |    |                              |
|                                      | E13 | Flexible and willing to be involved in the extended life of the school and the wider community                               |    |                              |
|                                      | E14 | Willingness to embrace the Catholic nature of the school   |    |                              |
| <b>Special Requirements</b>          | E15 | An understanding of safeguarding and child protection requirements   |    |                              |

# Why work for us?



**NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.**

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

## **We offer:**

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

## **Additional benefits include access to:**

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [enquiries@stjosephs.npcat.org.uk](mailto:enquiries@stjosephs.npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Mr S Geaves, Executive Headteacher on 01287 640613.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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