



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

Before and After School Club Leader – SCP 11–15 £27,711 - £31,067 FTE 25, 15 or 10 hours p/w

Permanent

St Gabriel's CofE Academy

Houlton

CV23 1AN



Letter from the Headteacher

Dear Candidate,

Thank you for taking the time to find out more about the position of Before and After School Club Leader here at St. Gabriel's Church of England Academy. We are a vibrant and successful school at the heart of the community of Houlton in Rugby. We are proud to serve our families with excellent provision for Breakfast club and After School childcare for those that need this service. We are seeking a skilful and dedicated Leader to deliver a fantastic, fun, safe and nurturing club for our children to enjoy and our families to benefit from. The successful candidate will play a key role in development of the provision, as part of a school that seeks to be excellent in all that it does. The role can be flexible to be based solely in the mornings, afternoons or both depending on the circumstances of the individual.

St Gabriel's has been open since 2018 and has around 430 pupils from Reception to Year 6. Our current school building is an amazing space with wonderful facilities, perfect for before and after school provision! As the first school to be constructed on the Houlton development in Rugby, we are profoundly aware of the important role we play in establishing community here and see our Before and After School club as an essential support to families here.

This is an opportunity for an individual with willingness, creativity and drive to make their mark on our school community. You will play a key role in facilitating a great standard of care, working closely with our Playworkers to give our children the very best experience.

I hope this opportunity has captured your interest, if so, please consider the job description with care, this will undoubtedly be a challenging and rewarding position, giving you the opportunity to make a positive contribution to our provision here at St Gabriel's. If you feel inspired to take up this challenge, I would love to hear from you.

Andrew Taylor
Headteacher
St Gabriel's CofE Academy
Houlton CofE MAT



Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society

Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Inspired by –

Love one Another as I have Loved you. John 13:34

You have planted them, and they have taken root; they grow and bear fruit. Jeremiah 12:2

Job Description – Wrap Around Leader



Before and After School Club Leader – Starting SCP 11 – 15

10, 15 or 25 hours p/w - Permanent

About the Role

The core purpose of the job is to lead and deliver, breakfast and after school care for children attending St Gabriel's.

Work with the Headteacher, Leadership team and Business Manager to secure the highest standards in our provision; including but not limited to: activity planning, delivery, weekly meal planning, food preparation, compliance, monitoring, first aid, timetabling, training and safeguarding.

Accountability:

The leader is managed by and is directly accountable to the Headteacher and Business Manager.

At all times the leader will operate within school policies and procedures.

Purpose of the Job

Under the overall direction of the Head Teacher the leader will:

- Play a lead role in the provision and delivery of our before and after school club.
- Make a significant contribution to the quality of the provision leading by example and delivering high-quality staff training.
- Proactively manage staff and resources to secure the best possible provision.
- Actively work to safeguard all attendees of the provision, promoting their welfare and upholding the school's values and ethos.
- Engage with a range of stakeholders to ensure the provision is effectively run and managed.

Job Description – Wrap Around Leader



Duties and Responsibilities

Leading provision

Be an excellent role model, exemplifying a high standard of childcare and promoting high expectations for all members of the Wrap Around team.

Lead provision planning, resourcing and delivery of activities.

Organise food provision including breakfast and tea, menu planning and ensuring hygiene standards in preparation and that allergies are effectively managed.

Monitor the quality of childcare, including robust evaluation of performance and constructive feedback for staff.

Ensure robust and effective safeguarding procedures are in place at all times in the provision including first-aid arrangements, including close liaison with the school safeguarding team.

Manage staff in the provision ensuring effective cover is always in place and reporting to the office team.

Be a lead point of contact for parents and carers.

Liaise closely with the administration team to monitor bookings and promote the provision.

Ensure relevant training is in place for all staff.

Create and regularly review provision policies and procedures to ensure statutory compliance.

Report regularly to the Headteacher and governors on the status of the provision.

Contribute to the effective dissemination of information and the maintenance of agreed systems for communication.

Ensure a consistent approach to standards of behaviour are implemented across the provision.

Support the staff and Local Governing Body in ensuring the provision responds positively to external scrutiny from a range of stakeholders, e.g. Ofsted.

Take responsibility for promoting and safeguarding the health, safety, welfare and development of children at the provision.

Other

To undertake any other professional duties, or training, reasonably delegated by the Head Teacher, which are within the scope of this post and in line with the changing needs of the school.

Act as an ambassador, promoting the ethos, aims and provision at St Gabriel's CofE Academy.

This job description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	NVQ (or equivalent) level 3, relevant to childcare.		✓	Application
	GCSE English and Maths A-C (or Equivalent).		✓	
	Paediatric first aid certificate.		✓	
	Food Safety and Hygiene training.		✓	
	Designated safeguarding lead training.		✓	
Professional Experience and knowledge				
	Substantial, successful experience in childcare.		✓	Application
	School experience.		✓	Interview
	Up-to-date knowledge and understanding of statutory guidance and compliance in childcare facilities.		✓	
	Successful experience of securing positive behaviour management, and positive childcare environments across a team.		✓	
Personal Qualities				
	Hard-working and determined, with mutual respect and high expectations of self and colleagues.	✓		Application Interview
	Articulate and approachable with excellent interpersonal communication skills both in conversation and in writing.	✓		
	Highly organised, thinks strategically, prioritises and plans effectively.	✓		
	Is able to demonstrate strong leadership skills especially under pressure.	✓		
	Community-minded who seeks the success of the team above self.	✓		

Additional				
	Demonstrates an understanding that at all times the best interests of children must be promoted.	✓		Interview
	Commitment to upholding and promoting the school's Christian foundation, ethos and values.	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all.	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Interview
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration.

The post holder will be required to take responsibility for and uphold a culture of safeguarding.

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H. Wilmot at om@stgabrielscofeacademy.org



Contact Details

Completed applications and supporting documents should be sent via email to:

om@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application, then please phone

01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire