



Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

# Breakfast & After School Club Assistant

## Heworth CE Primary School

**Closing Date: Thursday 28th May 2026**

*We reserve the right to close this vacancy early if we receive a high number of applicants or find a suitable candidate before the closing date. Please submit your application as soon as possible to avoid disappointment,*

**Interview date: To be confirmed**



# Heworth

Church of England Primary School

Heworth CE Primary School are seeking to recruit a Breakfast and After School Club Assistant to a permanent part time role for wrap around care.

You will help with the implementation and delivery of the care and activity programme for children, within a positive, safe and happy environment.

The successful candidate will join a hardworking and conscientious team. Experience of working with children would be an advantage as would a positive outlook and a good sense of humour.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

Applications should be made using the form provided and posted or emailed to:

Headteacher  
Heworth CE Primary School  
53 Heworth Road  
Heworth  
York, YO31 0AA  
Email: [office@heworth.pmat.academy](mailto:office@heworth.pmat.academy)

### School

Heworth CE Primary School

### Job Title

Breakfast and After School Club Assistant

### Reports to

Breakfast and After School Club Manager

### Grade

Grade 3 Level 1-4

Full time equivalent starting salary = £24,483, reduced pro-rata.

Hourly rate payable is £12.73.

### Additional Information

Permanent

The hours are:  
07:30 to 08:40am Monday to Friday  
15.00 to 18.00pm Wednesdays  
15.00 to 18.00pm Thursday and Friday

Term time only.



# Heworth

Church of England Primary School

*Helping each child to flourish*

Heworth CE Primary School has been educating children from Heworth and the surrounding area for almost 150 years. It is a small Church of England primary school, located in the heart of Heworth village and within walking distance of the historic city centre of York.

We believe that every child is unique in the eyes of God, and we want to help them to flourish by giving them the best possible start to their education. We are committed to developing highly motivated, independent young people with a wide-ranging and life-long love of learning.

We are proud to be a Church of England school and our four core Christian values of Forgiveness, Trust, Compassion and Endurance are woven through the life of the school. We use our values as a framework to help create a rich learning environment for all of our pupils, whatever their needs.

The Christian ethos of our school provides children with a safe and supportive environment in which they feel valued and cared for. Heworth is a small school, but we like to think that it has a big heart. With only 145 pupils from Reception to Year 6, and many of them living close by, Heworth has a distinct 'family feel', and we focus a lot of energy on nurturing those bonds both within the school and wider community.





# Pathfinder

Multi Academy Trust

## About our Trust

*Providing an excellent education from age 2 to 19*



**Setting the course**



**Leading the way**



**Serving and inspiring**

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

## Pathfinder schools





# Job Description

## Main Purpose of Job

To work under the guidance of the Out of Schools Club Manager, within an agreed system of supervision, to assist with the implementation and delivery of a care and activity programme for children.

## Core Responsibilities, Tasks and Duties

- Works under the direct instruction of the Out of Schools Club Manager within an agreed system of supervision to help provide high quality childcare and a suitable programme of activities for children within a positive, safe and happy environment.
- Uses specific skills, knowledge and experience with and of the children to support their access to activities.
- Prepares the room for sessions and clears away afterwards as directed by the Out of Schools Club Manager.
- Assists with record keeping, monitoring and routine administration tasks as directed by the Out of Schools Club Manager.
- Assists with the preparation of resources and displays and the maintenance of equipment as directed by the Out of Schools Club Manager.
- Helps to ensure activities positively reflect cultural diversity, promote community cohesion and equality of opportunity and that they are fully inclusive as directed by the Out of Schools Club Manager.
- Takes responsibility for preparing the room and resources for the planned activity and care programme to take place. Ensures the hygienic preparation of refreshments and the safe condition of equipment.
- Follows all After School Club policies and procedures, in particular: Health, Safety and Security Policies, Child Protection Policy, Anti-Bullying Policy, Behaviour Management Policy, Inclusion Policy, Equality Policies and Confidentiality and Data Protection Policies.
- Participates as required in the school's performance management and supervision systems and takes part in appropriate training and development activities.
- Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working.
- Contributes to the overall ethos, work and aims of the school and demonstrates professionalism.
- Help ensure the club adheres to legislative requirements and national standards.

## Supervision/Management of People

None.

## Creativity and Innovation

- Builds and maintains positive and professional relationships with parents.
- Monitors and is responsive to children's behaviour, personal needs and communication.
- Communicates information as required by the After School Club Coordinator.



# Job Description

## Contact and Relationships

### Internal:

Assists the Out of Schools Club Manager in developing children's learning, self-care skills and in managing behaviour on a daily basis. Meets pupils' personal and social needs on a daily basis. Takes part in meetings as required. Works in collaboration with other support staff and volunteers.

### External:

Under the direction of the Out of Schools Club Manager, some contact with other external professionals and

## Decisions - discretion and consequences

- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to the Out of Schools Club Manager, other professionals and parents whenever the need arises.

## Resources

None.

## Work Environment

### Work demands

- Under the direction of the Out of Schools Club Manager, need to implement activities as planned. Work may be subject to some change and interruption.

### Physical demands

- Will involve both sitting with children and periods of physical activity, involving bending, crouching, lifting, walking and running. May also be required to meet children's personal care needs, undertake physical interventions with children, move children with physical disabilities etc., following approved procedures.

### Working conditions

- Majority of work takes place in 'classroom' environment. May also be involved in outside activities e.g. supervision of playground and sports field activities in all weather conditions as required.

### Work context

- Some risk of verbal abuse and physical harm if a child, parent or member of the public were to choose to behave aggressively, but this would be extremely rare.
- Risk of injury from moving and handling children with physical disabilities and from caring for and working with small children.
- Risk of exposure to bodily fluids when assisting children with their personal hygiene.
- Risk of infection when dealing with unwell children.

## Knowledge and Skills

- Communication skills
- Knowledge of child development and children's personal development needs
- Knowledge of strategies which promote good behaviour and discipline
- Ability to participate fully in planned physical interventions, in children's personal care routines and in moving and handling children with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.



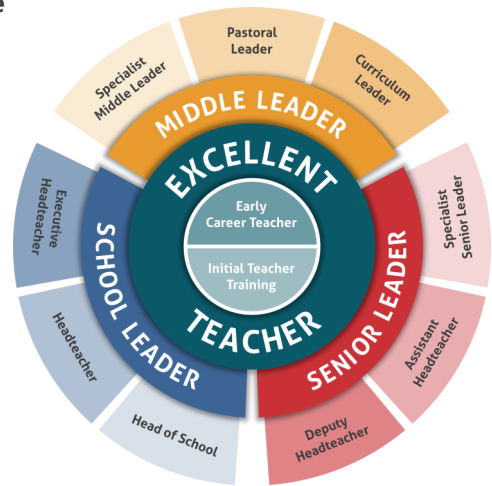
# Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

## Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



## Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



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# Benefits of Working at Pathfinder

**Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.**

## Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

### Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

### Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

## Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



## CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



## TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



## Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

## Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



## Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

## Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy



are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.