

Candidate Pack

[Breakfast Club Assistant]

[NJE Grade 1 (£17,893 FTE)]

Required 01 November 2021

Apply for something different | Apply to make a difference

Apply to work with The Evolve Trust

"The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school"

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.



Claire Marie Cuthbert - CEO for the Evolve Trust

"To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life".

"I take great pride in leading the school and supporting every child as they start their educational journey"

Dear Candidate,

Welcome to The Evolve Trust at The Bramble Academy. As the Principal, I take great pride in leading the school and supporting every child as they start their educational journey. As a Trust we have a clear vision which drives our passion for learning and securing the very best for the young people we serve, "Opening minds, creating opportunities for all to believe in themselves, fulfil their potential and develop the skills needed to succeed and enjoy life".

Having worked with children for over a decade and being a parent myself, I am keen to ensure that we foster a love of reading whilst growing creative and curious learners who are eager and excited to be in school.

At Bramble Academy we deliver an exciting and innovative curriculum, one which uses the novel study approach within an immersive learning environment. Interwoven into this are the Bramble pledges where compulsory curriculum experiences open a wealth of opportunities for all children linked to what they are studying. We very much feel that all children are entitled to a variety of experiences, opportunities, and visits to support their learning, knowledge and understanding.

The school is the hub of the community, and we work closely with parents to raise standards and have consistently high expectations of everyone.

All of our work is underpinned by our 5 Core Values which drive everything we do. We celebrate and reward in line with our values as well as ensuring our actions and behaviours are supported by them.

- **Ambition:** Fulfil your Potential
- **Integrity:** Be honest & trustworthy
- **Inclusivity:** Respect for everyone
- **Endeavour:** Always work hard
- **Resilience:** Never give up

Our aim is to work alongside our families and the local community to ensure that our children can be the very best versions of themselves and turn into responsible citizens of the future.

We would be delighted to show you around our wonderful academy so you can see for yourselves the amazing children we have here and the wonderful work that they do.



Miss Natalie Aveyard - Principal for the Evolve Trust

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The Evolve Trust are seeking to appoint a new member of staff to join a supportive team, who are strongly focused upon raising standards for students.

A career with Evolve has unlimited opportunity. We are passionate in supporting staff with their professional development and believe that the more we invest in our staff the more successful we will become as a Trust.

This post is a superb career opportunity within a multi-academy trust that has:

- A generous Government supported pension scheme.
- National Living Wage Employer working towards accreditation.
- Been Ofsted rated Good and has already made strides towards achieving Outstanding in all our academies.
- Students who are willing and eager to learn.
- A track record of innovation and development.
- Is recognised for improving the quality of education in other schools.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership.
- An excellent staff wellbeing scheme.

As part of The Evolve Trust the successful candidate will have the opportunity to:

- Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new educational innovations and share best practice.

[Breakfast Club Assistant]

[NJE Grade 1 (£17,893 FTE)]

Actual salary - £2,147

5 hours per week, term-time only

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org.

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Human Resources,
The Evolve Trust
c/o The Beech Academy,
Fairholme Drive,
Mansfield,
Nottinghamshire,
NG19 6DX

Application forms

These can be downloaded from the Evolve Trust website www.evolvetrust.org. Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

Closing Date/Interviews

Please ensure your application arrives by the post's closing date, which can be found at www.evolvetrust.org/vacancies.

Interviews *may* take place online in the first instance, and if successful, you will be invited to a formal interview on site.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

Job Description

Post: [Breakfast Club Assistant]
Salary/Grade: [NJE Grade 1 (£17,893 FTE)]
Contract: 5 hours per week, term-time only
Reporting To: Office Manager

Purpose:

- To supervise children at breakfast time and ensure their safety
- Promote positive play
- To encourage and promote appropriate behaviour

Duties and Responsibilities:

Supporting the delivery of safe, creative and appropriate play activities.

To ensure that all activities are carried out within the equal opportunities framework.

To support the full care of the children including collection of the children from their parents / carers.

Ensure acceptable standards of behaviour are maintained.

Assist in setting up and tidying away play/activity equipment.

To encourage children to eat a substantial breakfast, whilst encouraging correct etiquette.

Administering basic first aid and recording incidents in the first aid book as appropriate and provide written correspondence to the parent/carer.

Being aware of and working within agreed policies and practices.

To ensure confidentiality of information received.

Additional points:

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.