



Welcome to our Trust

After School Club Assistant
Recruitment Pack



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Welcome to Anglian Learning

Thank you for your interest in the position of
Casual After School Club Assistant

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Rosie Holland HR Officer at hrhub1@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Stapleford Community Primary School



Stapleford Community Primary School is a warm, welcoming and ambitious school where children are always at the heart of what we do. Strong relationships – between children, staff, families and our wider community – create a nurturing environment where every child can flourish.

We are committed to doing what is right for our pupils: nurturing kindness, confidence and curiosity, while ensuring they are challenged to achieve the very best they can. Our curriculum is designed to provide rich, meaningful learning that lasts, equipping children with the knowledge, skills and values they need for the future.

At Stapleford, opportunities extend well beyond the classroom. We are proud of the many ways our children develop as learners, musicians, sportspeople and creative thinkers. From exciting enrichment experiences to a wide range of clubs, competitions and performances, our offer ensures every child has the chance to discover their strengths, pursue their interests and shine.

Located in the historic village of Stapleford, just south of Cambridge, our school combines a strong sense of community with an outward-looking ambition for excellence in all that we do.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact hrhub1@anglianlearning.org

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



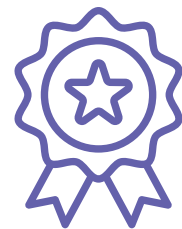
Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

To work in an effective childcare team delivering a high quality, flexible childcare service that meets the needs of the children and their families. To support the day-to-day organisation and operation of the club. To provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.

The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Job Description

Casual After School Club Assistant Stapleford Community Primary School



SALARY:	National Living Wage plus holiday pay
HOURS:	2:45pm - 6pm Monday - Friday or as and when required
ANNUAL LEAVE:	Holiday pay is included within payment received, in line with statutory regulations.
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks.
LOCATION:	The post holder will be based at Stapleford Community Primary School.
RESPONSIBLE TO:	After School Club Manager

MAIN RESPONSIBILITIES

The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share.

Support for Afternoon Wrap Around Care

- To work in partnership with the After-School Club Leader as part of a highly motivated and professional team
- To contribute to After School Club Meetings, professional development, and keep up to date with current childcare issues
- To support the development of safe and stimulating childcare provision, including collection of children from school and the safe delivery of children to parents/named carers
- To support day to day administration and record keeping in conjunction with the Assistant Headteacher
- To model a professional and inclusive manner to the children
- To be fully involved in all activities associated with the childcare provision
- To understand, work within and promote and contribute to the ongoing development of the club's policies and procedures
- To have an understanding of the Statutory Welfare Requirements and the ability to meet them
- To support children's participation
- To deliver the planned range of activities that meet the needs of all the children, whilst having a regard to the Early Years Foundation Stage and Play Principles if applicable
- To supervise the provision of healthy food and refreshments if applicable
- To clear up after activities making sure that materials and equipment are maintained and stored properly

- To work closely with parents/carers to create and develop open and inclusive working partnerships which support the development of their children
- To communicate effectively with school staff
- To have a sound knowledge and understanding of Safeguarding, and report any concerns to the After-School Club or school's Designated Person
- To promote inclusive attitudes and practices
- To provide occasional agreed cover on an ad-hoc basis to cover Breakfast Club, at a level appropriate to this role
- To take part in any performance reviews and ongoing training
- To support observation, assessment and record keeping as required
- To promote the school's Equal Opportunities policy

General

- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.

Person Specification

Casual After School Club Assistant
Stapleford Community Primary School



Experience

Essential:

- No formal experience required

Desirable:

- Experience of working with children (eg. volunteering, babysitting, youth groups, clubs)
- Interest in education, childcare or playwork

Skills and Knowledge

- Ability to build positive relationships with children
- Good communication skills
- Ability to work as part of a team
- Reliability and punctuality
- Ability to remain calm and positive in a busy environment
- Willingness to learn and take guidance

Personal Qualities

Essential:

- **Caring:** Warm, patient and supportive with children
- **Positive:** Enthusiastic and encouraging in approach
- **Reliable:** Dependable and committed to agreed working times
- **Team Player:** Works well with others and supports the wider team
- **Child-centred:** Puts children's wellbeing, happiness and safety first
- **Reflective:** Open to feedback and keen to learn
- **Aligned with values:** Supports the schools CARE values: Curiosity, Ambition, Resilience and Excellence

Other Requirements

- A high standard of professional conduct at all times
- A strong commitment to safeguarding and promoting the welfare of children
- The ability to form and maintain appropriate, professional relationships and boundaries with children and families
- A commitment to upholding the schools values and relational approach

How to apply

Dates

CLOSING DATE:	Ongoing
INTERVIEW DATES:	To be arranged with suitable candidates
START DATE:	As soon as possible

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via hrrhub1@anglianlearning.org.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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