

Out of School Club Assistant

Candidate Pack

Closing date: Wednesday 2 December 10am

Interview date: Tuesday 8 December

Chulmleigh Academy Trust

CURIOSITY LOVE BRAVERY COMMUNITY RESILIENCE

A Very Warm Welcome



Thank you for showing an interest in this position.

St Thomas of Canterbury CE Primary School, Lapford, part of the Chulmleigh Academy Trust, is a small rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our values of Compassion, Ambition and Teamwork.



An exciting opportunity to join us has become available, and we are looking for an Out of School Club Assistant to join our team at St Thomas' Primary School.

We can offer you:

- Happy, enthusiastic, creative children
- A welcoming, supportive and inclusive school ethos
- A hard-working, positive team who are dedicated to improving the lives of children and ensuring every child achieves their full potential
- A commitment to high quality continued professional development

There are now 50 pupils on roll. Standards have got higher and sentiment around the school has continued to grow. This is a great time to be joining this school and we would be very pleased to hear from you.

N Payne

Neil Payne
Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust

We are looking for someone who:

- Has good verbal and written communication skills.
- Establishes excellent relationships with children.
- Takes initiative and seeks opportunities for further development.
- Can quickly establish excellent supportive relationships with parents.
- Is a team player
- Can accurately assess the levels at which children are working and respond to their needs.
- Has good working knowledge of the Early Years Foundation Stage
- Sees education at St Thomas' Primary School as a journey from 0-16, due to links with Chulmleigh College.

COMPASSION AMBITION TEAMWORK

About Our School

St Thomas of Canterbury CE Primary School, Lapford, is situated between the towns of Crediton and Barnstaple in North Devon. It is a small school and nursery for children aged 0 -11 years, in a warm and friendly rural village with strong community links. Lapford is a parish and traditional rural village in the heart of the Devonshire countryside, overlooking the River Yeo. The village features a playing field with two play areas, football pitch and fenced playground. There is also a request-stop railway station on the Tarka Line, which runs between Exeter and Barnstaple.

St Thomas' joined Chulmleigh Academy Trust and became a converter Academy in January 2012. We are proud to be part of the Chulmleigh Academy Trust, which provides a supportive network; sharing good practice with subject leads working across all three schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Trust-wide Primary Executive Headteacher and Trust Primary Administrator who work with the three Heads of School. School meals are prepared at the College site and delivered on a daily basis.

We currently have 50 pupils on roll, with a planned admission number of 15 per year group. Our free school meals percentage is 40%, which is above the national average.

The parents, staff and children are extremely proud of St Thomas' Primary School and this is reflected in the strong support from the thriving 'Friends of Lapford School', volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.

As a school we encourage children to engage fully in their learning through exciting, well taught, innovative lessons and experiences. The staff consists of a team of excellent teachers and teaching assistants, plus a number of volunteers, all of whom take the education and well-being of the children very seriously. Our children feel safe and secure knowing there is always someone to talk to. In addition, we have teachers from other Academy schools bringing specialisms through their teaching within the Academy (such as visiting music and P.E. specialists), who contribute to the development and training of the staff.



The pupils participate fully in all aspects of school life, including arranging community events; taking ownership of their learning and pushing themselves on to higher levels and helping each other enjoy and feel comfortable in their school life. We encourage them to be independent learners, taking responsibility for their learning in a motivated way. We believe that happy children learn best and take every opportunity possible to motivate and enthuse our pupils in their learning journey.

This is a very exciting time to be joining St Thomas' Primary School. Following the Ofsted inspection in October 2023, the school has already addressed all of the areas for improvement and is on a rapid upward trajectory. A registered Ofsted inspector has recently carried out a review of the school and concluded that St Thomas' Primary School 'is on track to be good' at its next Ofsted inspection. It will be great to welcome someone into the team who is as keen to be part of this journey as we are.

Our Values

COMPASSION AMBITION TEAMWORK

Our school and Trust values are 'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family.
By the time our pupils leave us, they are ready to do their best at secondary school.

ENGAGING CHILDREN IN LEARNING

Job Description



Job Title: Out of School Club Assistant
Status: Fixed Term, 20 hpw x 38 weeks per annum
Grade C: £13.92 - £14.14 per hour - depending on experience
Start Date: January 2027

Main Duties & Responsibilities

- To set up a programme of activities suitable to the age range of the children
- To ensure that there is a safe environment for children and adults, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times
- To advise the Head of School of any concerns e.g. over children, parents or the safety of equipment
- To keep confidential any information regarding the children, their families or other staff which is learned as part of the job
- To adhere to the Trust's policies and procedures.
- To record accidents in the accident book
- To ensure the children are collected by a person known to the school

Essential Criteria

- Experience within the last 5 years of working with children aged 9 months – 11 years.
- Current first aid certificate or willingness to attend a first aid course within 6 months
- Commitment to equal opportunities
- Commitment to young children and families
- Friendly, flexible approach
- Willingness to learn and attend courses as required

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required for the time being of this post entitled Out of School Assistant to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility entailed.

How to Apply

Please complete the online application form available here.

A tour of St Thomas of Canterbury CE Primary School, Lapford, will be arranged as part of the interview schedule.

Closing date: Wednesday 2 December 10am
Interview date :Tuesday 8 December
Start date: January 2027

If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Executive Headteacher or Head of School to discuss the role further.

personnel@chulmleigh.devon.sch.uk or call 01769 580215

St Thomas of Canterbury CE Primary School, Lapford
Eastington Road, Lapford, Crediton, Devon, EX17 6QE

'Let all that you do be done in love.' — 1 Corinthians 16:14
Curious minds, caring hearts, courageous spirits



CURIOSITY LOVE BRAVERY COMMUNITY RESILIENCE