



## **Upper Nidderdale Primary Federation**

Glasshouses Community Primary School  
St Cuthbert's CE Primary School – Pateley Bridge  
Fountains Earth CE Primary School – Lofthouse

**BASC Teaching Assistant  
Based at Glasshouses Community Primary  
School**



# CONTENTS

Headteacher's letter

Welcome to The Upper Nidderdale Primary Federation

How to Find Us

Job Description & Person Specification

# HEADTEACHER'S LETTER

Dear Applicant

On behalf of the pupils, parents and staff of The Upper Nidderdale Primary Federation may I say thank you for your interest in the role of Breakfast and Afterschool Club leader at Glasshouses Community Primary School.

I have been fortunate enough to be the Executive Headteacher of the federation since April 2021 and at Glasshouses Community Primary School since 2017. Our schools are great places to be, with a team of people who all work together with the children's learning and wellbeing at the heart of everything they do. It is an exciting time to be a part the federation as we continue to explore the many opportunities for our children and staff to work together and learn from each other, it is a privilege to work within this community.

Our three schools are a mix of Community and Church of England Schools, we have close links with both our local community and local Church and we expect all staff to respect and uphold our school values.

We encourage all prospective candidates to come and visit our school where you will receive a warm welcome. You will find details of how to contact us within this application pack.

Once again, thank you for your interest in the role and we look forward to receiving your application - Good luck!

**Nicola Thornber**  
**Executive Headteacher**

# WELCOME TO OUR FEDERATION

## **Glasshouses**

At Glasshouses we have three Classes:

Class 1 – Early Years/KS 1

Class 2 – KS 1/KS2

Class3 – KS2

There are currently 56 pupils

## **St Cuthbert's**

At St Cuthbert's we have four classes:

Ash – Nursery and Reception children

Beech – Year 1 and Year2

Cherry – Year 3 and Year 4

Willow – Year 5 and Year 6

There are currently 70 pupils

## **Fountains Earth**

Whole school class – There are currently 11 pupils.

Our Federation offers a vibrant and inspirational curriculum underpinned by a unique ethos of kindness and care for all pupils. Our schools are in idyllic village settings enjoying the privilege of being in an Area of Outstanding Natural Beauty which is a great resource for learning.

We are blessed with a hardworking and united team, including any temporary staff, who work relentlessly to ensure that every child in both of our schools receives the best education and the best support to meet the SEMH and SEND needs. Our ethos is very much about helping the children to be the best that they can be by developing the skills that are essential to them becoming upstanding members of the community. We believe that when you develop the personal characteristics for learning first, children have the confidence to shine.

The successful applicant will be supported by the SLT and have opportunities for CPD. Each school also has a base leader.

As we continue to navigate the impact of Covid-19 on the children and their education, this is an exciting time for our schools as we further develop the curriculum with staff development, training and updated resources. Our children only have one primary education and in these challenging times, our passion must ensure we strive to create inspiring and engaging opportunities for every single pupil.

We foster strong links between home and school as we feel that parental involvement is vital. We have strong PTA groups who raise funds for trips, resources and treats for the children and our staff are fully involved in fundraising events that take place in school.

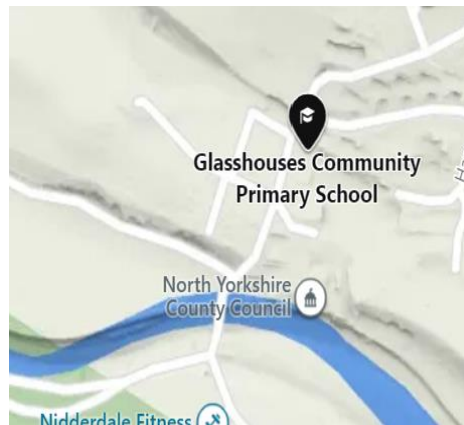
Further information can be found on our websites.

# HOW TO FIND US

Glasshouses Community Primary School  
Glasshouses  
Harrogate  
HG3 5QH

Telephone: 01423 711440

Email: [admin@glasshouses.n-yorks.sch.uk](mailto:admin@glasshouses.n-yorks.sch.uk)



St Cuthbert's CE Primary School  
King Street  
Pateley Bridge  
Harrogate  
HG3 5LE

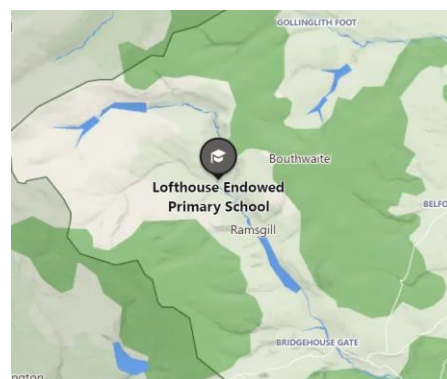
Telephone: 01423 711407

Email: [admin@st-cuthberts.n-yorks.sch.uk](mailto:admin@st-cuthberts.n-yorks.sch.uk)

Fountains Earth CE Primary School  
Lofthouse  
HG3 5RZ

Telephone: 01423 755289

Email: [admin@fountains-earth.n-yorks.sch.uk](mailto:admin@fountains-earth.n-yorks.sch.uk)



# JOB DESCRIPTION & PERSON SPECIFICATION

<b>POST:</b>	<b>Before and/or After School Club Assistant</b>
<b>GRADE:</b>	<b>Grade C Points 2-4</b>
<b>RESPONSIBLE TO:</b>	<b>SLT/Base Leader</b>
<b>STAFF MANAGED:</b>	<b>None</b>
<b>POST REF:</b>	
<b>JOB PURPOSE:</b>	The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.
<b>JOB CONTEXT:</b>	<p>The out of hours school club provides a safe environment for children prior or after school and encourages health eating and creative play opportunities.</p> <p>Enhanced DBS clearance is required for this post</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Maintain a register of children</li> <li>• Prepare &amp; provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards</li> <li>• Prepare and set up room as required</li> <li>• Administer basic first aid as required</li> <li>• Undertake the personal care of children as required, including toileting, dressing, sickness</li> <li>• Ensure the children and young persons are supervised at all times</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Close liaison with colleagues and pupils</li> <li>• Refer any issues to the Base Leader or Business Manager</li> <li>• Communicate with school staff as appropriate</li> </ul>
Resource management/ Buildings and Infrastructure	<ul style="list-style-type: none"> <li>• Assist in the purchase of resources, including food/drink</li> <li>• Ensure the building is safe and secure for the children and young persons at all times</li> <li>• Ensures play equipment and materials are properly used, maintained and stored and report any damages</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Maintain accurate records as required, to include completion of accident book, register of child's attendance.</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Plan and provide a variety of safe, creative and appropriate play opportunities</li> </ul>
Safeguarding	This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment



	<p>at the school. We expect all our staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Ensure all accidents and emergencies are dealt with according to the policy</li> <li>• Assist in ensuring the safety of all children in the event of a fire/drill or other emergency</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	