



Acorn
Education Trust

Holiday Club Assistant

The Avenue Children's Centre

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

About The Avenue Children's Centre

Every child, every chance, every day

The Avenue Children's Centre is a vibrant and friendly pre-school within The Avenue Primary School in the charming garrison town of Warminster, Wiltshire.

We offer integrated early years education and childcare in a safe and stimulating environment where children, aged three months to three (plus) years, are treated as individuals and encouraged to develop at their own pace. Our staff are fully dedicated to creating a safe and exciting place for children to play, learn and thrive and aim to focus on each child as a unique individual to help them achieve their goals.

In January 2023, we were proud to retain our 'Good' Ofsted rating and were praised for helping children to flourish at our welcoming and supportive setting, which is open from 7.45am until 6.00pm, fifty weeks of the year. We also offer a Breakfast, Holiday and After School club for children aged three to eleven years.

We are part of the Acorn Education Trust, which provides exciting opportunities to collaborate and improve local education.

We look forward to welcoming you to our pre-school.

Chris Graham
Childcare Manager

For more information, please visit our website: www.avenue.wilts.sch.uk

Job description

Job title	Holiday Club Assistant
Reporting to	Holiday Club Lead / Children's Centre Manager

Main purpose

The Holiday Club Assistant will work alongside the wider Holiday Club team/Lead to support with holiday club care provision and supervision of the children. This includes setting up activities and observing and engaging with children in their activities, while ensuring their safety at all times, as well as general tidying and cleaning, as required.

Duties and responsibilities

- Supervise, care for and assist children during the club / its activities;
- Ensure the club runs smoothly;
- Tidy away activities used, clean tables, sweep floor and, on occasions, wash up;
- Ensure the children have a calm and enjoyable holiday club experience;
- Be a role model for children and set a good example to them, ensuring high standards of behaviour and care;
- Engage with parents/carers and provide feedback on their child's time at the club.

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Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> First-aid training, or willingness to complete it.
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting; Experience working with children / young people; Experience planning and delivering learning activities; Proven experience and/or expertise working in a similar role; Planning and delivering exciting after school club activities for children across the EYFS / Primary age group (advantageous).
Skills and knowledge	<ul style="list-style-type: none"> Excellent communication, interpersonal and organisational skills; Ability to build effective working relationships with pupils and adults; Knowledge of guidance and requirements around safeguarding children; Ability to remain calm in stressful situations; An understanding and passion about childcare and education; An interest in creating high quality play experiences for children across the EYFS / primary age group.
Personal attributes	<ul style="list-style-type: none"> Enjoyment of working with children; Sensitivity and understanding, to help build good relationships with pupils; A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the setting; Commitment to safeguarding pupil's wellbeing and equality; Able to work well in a team and input activity ideas; Is self motivated, energetic and proactive.

The Holiday Club Assistant will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to apply

If you would like more information about this role, please contact the school office via email at cgm@avenue.wilts.sch.uk or by phone on 01985-213383.

To apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

The Avenue Children's Centre, 7 The Avenue, Warminster, Wiltshire, BA12 9AA

01985 213 383

cgm@avenue.wilts.sch.uk

The Avenue Children's Centre as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.