



## **Enquire Learning Trust Application Pack Holiday Club Coordinators**

Stakesby Primary Academy  
Byland Road  
Whitby  
North Yorkshire  
YO21 1HY

**Contents:**



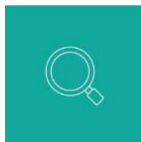
**1. The Enquire Learning Trust Visions, Values and Mission**



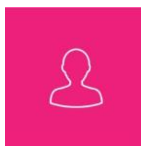
**2. Academy Information**



**3. Job Advert**



**4. Job Description**



**5. Person Specification**



## The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

### Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.



**COMMITMENT      KINDNESS      EXCELLENCE**

**Stakesby Ethos:**

We aim to ensure that pupils leave Stakesby Primary Academy with the tools and commitment to access all areas of learning. We pride ourselves on creating a happy, safe and nurturing environment where all children achieve their potential through a stimulating and ambitious curriculum. Our pupils are at the forefront of everything we do: we work with them to develop outstanding learning behaviours which will enable them to succeed in whatever they aspire to do.

**Our Aims:**

- Equip pupils with the skills, confidence and resilience to conquer every challenge they meet.
- Build supportive relationships within the school, with families and the wider community.
- Teach pupils to take responsibility for their actions; reflect and evaluate the choices they make.
- Instil our drivers of commitment, kindness and excellence in all we do

**COMMITTED** to being the best learners we can be.

**DETERMINED** to strive for excellence in all we do.

**KIND** to our peers, our community and ourselves.

**INDEPENDENT** enabling us to take responsibility.

**PROUD** to be Stakesby!

## Job Advert

### Holiday Club Coordinators

**Location:** Stakesby Primary Academy

**Contract:** Fixed term

**Hours/ Working Pattern:** 9 days during the Easter holidays, 20 days during the summer, 5.5 or 4.75 hours per day.

**Salary/ Hourly Rate:** £13.05 per hour,

Pro-Rata (Actual) Salary: £2,081.47 (hours 7:30am – 1pm)

Pro-Rata (Actual) Salary: £1,797.63 (hours 1pm – 5:45pm)

**Closing Date:** 12 noon, Friday 31st January

**Interviews:** Monday 10<sup>th</sup> February

*Are you a passionate childcare worker or teaching assistant looking to expand your skillset?*

### Stakesby Super Club

Stakesby Primary Academy is launching our “Stakesby Super Club”, a holiday club during our Easter and summer break. Our club is open to students aged 4 to 11 years old, who already attend Stakesby Primary Academy.

You will plan and deliver a range of fun activities for pupils including arts and crafts, sports, games and other activities to keep pupils entertained. Snacks and refreshments will also be given to pupils as part of the offering.

Although this role is initially for Easter and Summer, there is the opportunity for it to be extended to half term holidays of October, February and May/June. There is also the opportunity for hours in term time, as a Teaching Assistant and/or wraparound care assistant.

### Key Duties:

- Take the lead on planning activities, ensuring that a wide range of fun opportunities are in place for pupils.
- Review and refresh what is on offer to the pupils to keep the club fresh and exciting whilst also working within the agreed budget for activities.
- Lead a small team of staff to run the club smoothly.
- Monitor and ensure a safe play environment.
- Manage the attendance of pupils at the club.
- Build positive relationships with children, families, and colleagues.
- Uphold and promote the Stakesby values of commitment, kindness and excellence.
- Act as Designated Safeguarding Lead and provide first aid. (Training will be given)

### Qualifications and Experience

- Minimum Level 3 childcare qualification
- Experience working with children in a childcare or school setting

## **Queries / School Visits**

Informal chats about the role are welcomed and encouraged. For queries or to arrange a call or visit with the Headteacher / Head of Department, please contact **Chloe Bullen** at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

## **Application Process**

Please apply via NYC Jobs

An email will be sent to shortlisted candidates with details of the interview process / shortlisting outcome.

We do not accept CV's

Please contact us if you need to apply in a different format.

## **When applying please take into account the following:**

### **Supporting Information**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer. Please note your referee should ideally be a previous line manager or someone in a position of authority.

*We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.*

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).*

*North Yorkshire Council (NYC) advertise vacancies and process applications on behalf of schools and external organisations (third parties) in North Yorkshire. NYC are not responsible for the recruitment/employment practices of third parties and accept no liability in relation to the vacancy and any subsequent recruitment/employment processes. Further information on how we process your data can be found [here](#).*

## **Job Description**

### **POSITION: Holiday Club Coordinator**

#### **Key Role/Functions**

The fundamental part of this role is to lead a team of play workers in providing care and nurture to the children who attend Stakesby Super Club. The role will also involve building relationships with the families of our pupils.

You must be willing to work as part of a new team, Monday - Friday for the duration of the Easter holidays (with the exception of Good Friday and Easter Monday) and for four weeks of the summer holidays (28<sup>th</sup> July to 22<sup>nd</sup> August inclusive).

You will be responsible for the overall planning for the provision, record keeping and communicating with staff and parents. You will be the designated safeguarding leader for the club. You must possess a minimum of level 3 childcare qualifications and basic ICT skills.

#### **Specific Duties and Responsibilities**

- To adhere to and contribute to the development of the club's policies, procedures, aims and objectives.
- To plan and prepare a programme of activities.
- To provide safe, creative and appropriate play activities for ages 4-11 years (Reception to Year 6).
- To be the designated safeguarding leader for the club and communicate and liaise with the safeguarding team in school wherever necessary to ensure the safeguarding of all pupils.
- To lead and direct the team, supporting one another at all times.
- To undertake relevant training as deemed necessary.
- To build strong parental engagement and be a friendly and approachable staff member at all times.
- To ensure that the environment is safe and appropriate risk assessments are carried out and reviewed regularly.
- To supervise all staff and volunteers and to offer support where necessary.
- To be willing to undertake food hygiene and allergen training in order that the planned snacks can be prepared for the children.
- To administer first aid and communicate with parents and staff members as necessary and in line with school procedures.
- To continually review and develop the offer and opportunities afforded to the children using the provision, including those using holiday club who are not school pupils.
- To work within an agreed budget for managing the club's resources.

- To ensure accurate record keeping in line with the school's procedures.
- To promote the Stakesby Super Club with the Academy Principal.

### **Customer care**

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
- To support the Principal with positive parental engagement with the holiday club to continue the club's successes and promote growth.
- To present high standards of personal appearance in accordance with the school's ethos and values.
- To promote a favourable image of the Trust and the school to all users of Stakesby Primary Academy's Super Club.

### **Other**

- To maintain confidentiality at all times in respect of the Trust and the academy-related matters.
- To be flexible as to hours worked to meet the requirements of the academy.
- Any other reasonable duties as directed by the Business Manager, Principal and Senior Leadership team.



# Holiday Club Coordinator at Stakesby Primary Academy

## PERSON SPECIFICATION

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>• 5 GCSE passes/ NVQ Certificates</li> <li>• Minimum Level 3 childcare qualification</li> <li>• Relevant Early Years Qualification (Desirable, but willing to undertake if don't currently hold)</li> <li>• First Aid qualification</li> <li>• Experience in leading a team or assisting the leading of a team</li> <li>• Experience working with children in a childcare or school setting</li> </ul>	D E D D D E	A/C A/C A/C A/C A/I A/I
<b>Skills and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Strong organisational and time management skills and ability to cope with conflicting demands</li> <li>• Commitment to high standards of care</li> <li>• Ability to lead and demonstrate excellent team working skills</li> <li>• Ability to motivate others and ensure priorities are met</li> <li>• Ability to respond calmly to emergencies</li> <li>• Able to use initiative and work pro-actively to solve problems</li> <li>• Ability to communicate effectively both with leadership and team members</li> </ul>	E E E D E E E	A/I A/I A/I A/I A/I A/I A/I
<b>Personal Characteristics</b>		
<ul style="list-style-type: none"> <li>• Ability to respond to advice and guidelines and to follow set procedures</li> <li>• Desire and willingness to learn new skills</li> <li>• Clean and well presented</li> </ul>	E E E	A/I A/I A/I

<ul style="list-style-type: none"> <li>• Calm &amp; pleasant manner, and sense of humour</li> <li>• Trustworthy, reliable and punctual</li> <li>• Observe confidences and show discretion</li> </ul>	E	A/I
	E	A/I
	E	A/I
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willingness to sometimes adjust working arrangements to meet changed circumstances</li> </ul>	E	A/I

E = Essential   D = Desirable  
A = Application   I = Interview   C = Certificate

**Stakesby Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service.**

*The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

## **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations.