

# Lead Playworker Before and After School / Holiday Camps

## Recruitment Information Pack



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## Recruitment Information Pack

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Dear Applicant

**Re: Lead Playworker – Before and After School Club / Holiday Camps**

Thank you for your interest in our Lead Playworker and Playworker positions within our Extended Services provision at Ninelands Primary School.

We are a happy thriving school with a passion for creative teaching, outdoor learning and innovation. We work closely with our family of schools in Garforth and Kippax in addition to a wider range of schools as part of the Noctua Teaching Schools Alliance.

We are looking for inspirational and highly motivated practitioners who is passionate about working with children and who can provide excellent childcare provision for our children and families. This is an exciting opportunity for a successful candidate as Ninelands Primary continues to extend its provision to families. Due to increasing numbers of children using our facilities, we have a number of positions available with a variety of working patterns, both during term time and all year round.

Despite being the largest primary school in Garforth, we are a friendly, close and supportive staff who work well as a team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, the Friends of Ninelands, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Ninelands is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career.

I hope that after finding out more about our school, you will feel encouraged to apply.

Yours faithfully

Mrs Katie Pashley  
Headteacher



## Ninelands Primary School Aims

Ninelands is a Foundation School catering for pupils between the ages of three and eleven.

### Our Mission Statement

At Ninelands, we believe in making learning irresistible, meaningful and memorable. We want all our children to thrive in a happy, secure and inclusive environment where they develop enquiring minds, enjoy learning and have high aspirations, every lesson, every day. We challenge our children to be independent and self-motivated with the resilience to continue their learning journey so they can achieve their potential, contributing positively to society with strength and compassion.

The aims of our school are:

- To meet the requirements of the National Curriculum, maintaining a broad, balanced, exciting and meaningful curriculum which enables each child to experience success and a strong sense of achievement through a wide range of experiences.
- To encourage all children to understand their strengths, creating growth mindsets which embrace challenge.
- To encourage children of all abilities to develop enquiring minds, an enthusiasm for learning, and ability to co-operate and a desire to achieve.
- To promote self-discipline so that children become increasingly responsible for their own behaviour, growing themselves as self-reliant and self-motivated learners.
- To foster in all members of the school community, a positive appreciation of the importance of inclusion, diversity and cultural heritage, and of the role we all play in our society.
- For children to be a part of the school and wider town and city community and for them to understand and value how they can actively contribute.
- To establish and maintain positive relationships with parents and carers so their child's learning journey is a partnership.
- To support, value and empower staff to create an environment that enables our aims and mission.



## Application Process

Interested candidates are welcome to contact Mrs Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk). Visit our website [www.ninelands-school.co.uk](http://www.ninelands-school.co.uk) and Twitter [@ninelandsps](https://twitter.com/ninelandsps) for more information about Ninelands Primary School. Visits are welcomed and can be arranged by contacting school. Take a look at our virtual tour here: [Tour of Ninelands](#)

### How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of **no longer than one side of A4** detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

### Where & when do I need to send my completed application?

Your completed application form and covering letter should be returned to [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk). **Please indicate which position you wish to apply for. Please also indicate your preferred working hours per week and if this would be on a term time only or all year-round basis.**

**Closing date:** 8am 9<sup>th</sup> August 2024

**Interview:** TBA

### When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 48 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact Mrs Coyle, School Business Leader by email to [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk) or telephone school on 0113 2878370.



## Lead Playworker

**Start date September 2024 or as soon as possible**

**Permanent**

SCP B1-4 £23,923 Full time equivalent (approx. £12.43 per hour)

Hours 7.15am-9.00am & 15.00-16.00pm Monday to Friday-total 23.75 hours

Overtime and additional hours available during school holiday periods.

**Must hold Level 3 (or higher) approved level 3 Qualification**

Nineland Primary is a large and popular two form entry school in Garforth, Leeds and run its own Out of School Club. The club provides childcare for pupils aged 3 to 11 years. The governing body are seeking to employ highly committed, dynamic and professional individuals to support the Extended Services Manager with the responsibility for the day-to-day organisation of the Extended Services provision. The Lead Playworkers will join our dynamic and successful team in planning and organising our Out of School provision and holiday playscheme. You will help supervise a team of staff that are committed to providing a broad range of services to our school community which will include an Out of School Club and holiday playscheme.

We are looking for excellent practitioners who is passionate about working with children and families and who can drive forward the success of Extended Services provision at Nineland Primary School.

We are looking for someone who:

- can take full responsibility for the day-to-day organisation of Extended Services in the absence of the Extended Services Manager
- can plan a range of exciting and creative activities to stimulate and support children
- can work in partnership with families to provide the best possible childcare service for all children
- has good organisation and administration skills
- can ensure equality and promote inclusive practice
- can maintain the outstanding ethos of the school

We can offer you:

- motivated children who are curious and eager to explore
- a crucial part in further developing our exciting Extended Services provision
- a dedicated and professional staff team
- a well-resourced and attractive environment
- a strong commitment to continuous professional career development and equal opportunities
- a happy school with strong support from its stakeholders
- free staff childcare and subsidised holiday playscheme places



Interested candidates are welcomed to contact Mrs Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at [office@ninelands-school.co.uk](mailto:office@ninelands-school.co.uk). Visit our website [www.ninelands-school.co.uk](http://www.ninelands-school.co.uk) for more information about Ninelands Primary.

Ninelands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to a DBS enhanced check.

We promote diversity and want a workforce which reflects the populations of Leeds.





## **Enhanced Disclosure**

Thank you for your interest in this post at Ninelands Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

**It is illegal to apply for this position if you are on the Children's Barred List.**

Ninelands Primary School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process. Further information can be found on our school website at [http://www.ninelands-school.co.uk/nps\\_vacancies.html](http://www.ninelands-school.co.uk/nps_vacancies.html)

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***



## Job Description – Lead Playworker

**Responsible to:** Extended Services Manager

**Responsible for:** Playworkers/Volunteers/Placements

**Role:**

The post holder will support the Extended Services Manager and the team in ensuring that high quality childcare, within a positive, safe and happy environment, is provided for pupils in line with the policies and procedures of the service and the School. To deputise in the absence of the Extended Services Manager.

**Duties:**

- To assist the Extended Services Manager in ensuring that the service provides high quality childcare
- Help to plan a wide variety of activities to stimulate and support children’s intellectual, emotional, physical, social, language and play development
- Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping
- Providing good quality, nutritious and attractive food and refreshments for the children prepared according to set standards of hygiene
- Contributing to and implementing the Out of School Club and school’s policies
- To act as the main point of contact for parents and staff during the delivery of provision
- To assist the Extended Services Manager in ensuring a safe environment for children and adults
- Helping to ensure that equipment is well maintained and safe to use
- Ensuring that good hygiene standards are kept
- Ensuring that all health and safety procedures (including child protection) are followed
- Dealing with any minor accidents according to the policies and procedures of the school. Report accidents or emergencies to the manager and complete an accident form if necessary
- Helping to ensure that the first aid box is appropriately stocked and regularly replenished
- Preparing and fully setting out the equipment before children arrive and tidying up after the children leave
- To assist in the marketing and promotion of the club in the local area through by distributing publicity and/or assisting at promotional events
- To assist with administration as directed by the Extended Services Manager
- Attending relevant meetings and training events as directed
- Taking responsibility for own professional development
- Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school

- Delivering a high level of customer service to parents and carers
- Advising the Extended Services Manager and other team members of any matter requiring attention, such as concerns about a child, or equipment needing repair or replacement
- Assist the Extended Services Manager to collect monies from parents/carers and check the money collected and update accounts.
- Assist in providing relevant training to placements/volunteers working in the club
- Making sure all placements/volunteers have filled in appropriate paperwork and that this is filed correctly
- Assist in supervising the placements/volunteers in learning the role of a playworker
- To be the lead paediatric first aider and to supervise and advise on first aid incidents within the settings



## Key Skills and Competencies – Lead Playworker

Essential Criteria	Desirable Criteria
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to plan, implement and monitor creative activities for children</li> <li>• Good communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these</li> <li>• Good literacy and numeracy skills</li> <li>• Sound judgement and common sense</li> <li>• Ability to provide a healthy, safe and positive environment for children</li> <li>• Having a positive and professional approach</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to identify your own training needs</li> <li>• Ability to work on own initiative</li> <li>• Competent in using ICT to support play and club administration</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working with children aged 3 years – 11 years old</li> <li>• Experience of working in a supervisory position</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils with additional needs</li> <li>• Experience of working in a play based setting</li> </ul>
<p><b>Knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• Recognised qualification at level 3 NVQ or above in a relevant discipline i.e. business management or childcare (or willingness to work for this) or equivalent experience</li> <li>• An understanding of and commitment to the provision of high quality childcare</li> <li>• Knowledge of child development</li> <li>• Knowledge of child protection, health and safety and equal opportunities and the ability to apply this to the work setting</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Behaviour Management issues and strategies</li> </ul>
<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Be willing to work to a recognised qualification at level 3 NVQ or above in a relevant discipline e.g. childcare (or willingness to work for this) or have equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Current first aid qualification</li> <li>• Current food hygiene certificate</li> </ul>

<ul style="list-style-type: none"><li>• Appropriate first aid training</li></ul>	
<b>Other conditions</b> <ul style="list-style-type: none"><li>• Holder of an Enhanced DBS</li><li>• Willingness to contribute to the wider success of school</li></ul>	

