



# Out of School Club Leader Vacancy

**Monday-Friday (21.25 hours)**

**Term time only**

*from January 2022 (or as soon as possible thereafter)*

## Application Pack



SCHOOL  
MEMBER



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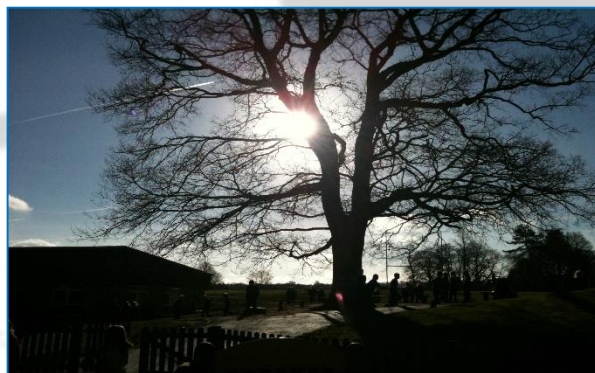
Email: [office@burleyoaks.co.uk](mailto:office@burleyoaks.co.uk)

Website: [www.burleyoaks.co.uk](http://www.burleyoaks.co.uk)

Twitter: [@BurleyOaks](https://twitter.com/BurleyOaks)

Headteacher: **Mrs Claire Lee**  
Chair of Governors: **Miss Christine Smith**  
Status: **Community Primary School**

## About the School



## *Belong, Believe, Achieve*

Our vision focuses on nurturing children to become: imaginative, passionate, confident, resourceful, resilient, reflective and responsible learners.

We seek to provide an enriched, vibrant and positive environment which:

- challenges children to use their initiative and to reach their potential
- provides real life, transferable learning opportunities which inspire lifelong learning
- develops ambition and collaboration thereby promoting a positive contribution to society
- celebrates happy, secure and independent learners who will reflect on precious memories of their time at Burley Oaks.

To fulfil this, we aim to:

- ensure that each child is valued as an individual, enabling them to develop a positive self-image and respect for others
- help children to understand the importance of health and find enjoyment in their learning
- develop children's confidence in their capacity to learn both independently and as a team
- provide equality of access to long-lasting learning and high quality teaching, relevant to their lives now and in the future
- provide a well-resourced, flexible and e-confident environment
- establish a progressive learning culture which improves children's outcomes
- develop all stakeholders as learners
- develop 'children's voice' and 'parents as partners' to empower the learning community
- encourage children to understand and value others and the environment in which we live
- encourage everyone to work for the common good and make a difference for the better

### Background

Burley Oaks Primary School is a two form entry school catering for children from Reception to Year 6. There are currently 412 children on roll – Jan 2022. We are one of two primary schools serving the village of Burley-in-Wharfedale, which is situated between the towns of Otley and Ilkley in the Wharfe valley. Housed in the premises of the former Burley Middle School, we benefit from specialist facilities, including Art/DT, Music and ICT.

**Burley Oaks is a hard-working and caring school with a vibrant and creative ethos. We are fortunate to have a hugely committed and dedicated staff team. Have a look at [our video](#) on the home page of our website for a 'flavour' of what makes learning and working here fabulous!**





## Organisation/Curriculum

Currently we operate with 14 classes, consisting of Head + 16.68 teachers, supported by 15.4 support staff (Teaching Assistants and HLTAs). Support staff are organised into teams attached to particular phases – Reception, Year 1/2, Year 3/4 or Year 5/6.

At present, most year groups are either full or over-subscribed. We operate a two-year curriculum cycle to deliver the new National Curriculum. Many of the foundation subjects are taught as integrated themes through a very successful Learning Challenge Curriculum. The advantage of this system is that it allows teachers and support staff to plan and deliver much of the curriculum together as a team.

All children are taught in single age classes. Our curriculum is enhanced with creative topic weeks and whole school 'What's the Buzz' weeks. This means that all the children can focus on a theme or skill set which are brought together in a holistic and inspirational set of activities and celebrations. Results at both KS1 and KS2 have been consistently high compared to similar schools. We are focused on quality outcomes and progress for all children.



## Our Community

There is a strong tradition of community involvement in the village and we work in partnership with local groups. We have a great deal of support from committed and interested parents. An active School Association organises Christmas and Summer Fairs and many social events for parents. The school also presents many performances for parents throughout the year – Harvest, Christmas, Easter, Y3/4 and Y5/6 productions, Y6 leavers' concert and a musical soir  e.

## Enrichment

At Burley Oaks there is a wide range of activities for children to participate in outside the classroom to enrich and enhance their educational experiences. We have a fabulous outdoor classroom and we work with Yorkshire Dales Bushcraft to embed outdoor learning in our curriculum. We are incredibly fortunate to have such extensive grounds and to be surrounded by greenery.



We are proud of the fact we are one of only 80 schools nationally to have achieved 'Sing Up Platinum' status; **music is a key strength of our school.** We look forward to seeing the fantastic musical productions our pupils perform. All Year 5 children learn to play electric guitar, drums and keyboard whilst Year 3 children learn the recorder. Peripatetic teachers teach a variety of instruments across the whole school as well as our specialist music teacher who teaches across the classes.

Our **sports provision** is excellent, supported by a variety of external coaches and events throughout the year to raise the profile of PE. We have a dedicated mental health and well-being mentor in school every day. A **designated art room** means that we can truly get creative (and messy!) in our lessons and to create scenery for productions. A **specialist Computing teacher** leads our IT provision across school and supported our recent work in achieving the safety mark recently.



Our buddy classes are very important to our teachers and children alike. Children benefit from working across phase and key stage with younger and older children in themed days. Teachers benefit from working in pairs and teams to share their good practice and recent training experiences; relationships are strong and supportive.

The children are always enthusiastic about our **extra-curricular activities** which include: football, netball, cricket, dodgeball, tennis, cross country running, choir, orchestra, recorder, Lego, Spanish, Burley Oaks Theatre

School etc. There is clear value in the experiences undertaken. As well as after-school clubs, children also have opportunities to take part in residential visits.

Burley Oaks' partnerships with the other seven schools in the Wharfe Valley and the schools within the **2VLC Learning Collaborative** are extremely positive. We benefit from a range of networks which nurture shared best practice in areas such as: Literacy, Assessment, SEN, Early Years etc. Our relationship with Burley and Woodhead Primary is excellent; the two schools provide excellent education for the young people in Burley.

### After School

The school currently operates before and after school clubs – **Early Birds** and **Night Owls**, which are very popular with both parents and children alike.

### Ofsted Judgements

In November 2007, we were inspected by OFSTED, who judged us to be an **outstanding school**. Highlights of the report include:

- PUPILS “...simply love this school...” they “...want to make a difference...” and their “...attitudes and behaviour are excellent...”
- TEACHERS “...are passionate about their work...” and provide a “...quality of teaching and learning which is excellent...”
- SUPPORT STAFF “...are a real strength...” who “...contribute significantly to the quality of children’s learning...”

The inspection was a long while ago and clearly things have changed considerably – not least the framework itself. However, we strive to uphold the statements above and to ensure that we never rest on our laurels.



<b>POST TITLE:</b>	<b>OUT OF HOURS CARE CLUB LEADER</b>
<b>POST REF:</b>	<b>JANUARY 2022 OR ASAP</b>
<b>GRADE:</b>	<b>BAND 6, SCP'S 17 – 21</b>

#### **PRIME OBJECTIVES OF THE POST:**

Managing a team of staff, you will complement, appreciate and support the role of teachers and support staff in organising and providing safe and effective high quality play for children and young people.

Working in partnership with parents, carers, teaching staff and other professionals; improve access and develop opportunities for children to play whilst promoting their wellbeing.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

#### **KNOWLEDGE AND SKILLS:**

#### **EFFORT DEMANDS:**

- Contribute to the organisation, delivery and supervision of a quality play provision within the school whilst ensuring all activities are carried out in a safe, creative and appropriate play environment.
- Will work under own initiative with limited supervision, working to the priorities set by members of the Senior Leadership Team/Headteacher.
- Acting as a role model, will establish productive and constructive working relationships with pupils, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to play, learn and develop.
- Will develop and maintain good relationships and communications with parents; encouraging parental involvement where appropriate.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child as well as contributing to the development of such policies.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

## RESPONSIBILITIES:

- Will carry out a supervisory or managerial responsibility for a small team; overseeing their performance, giving instruction as necessary and identifying training needs.
- Plan, arrange and undertake structured and agreed play activities as appropriate to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- Will supervise and support pupils consistently at all times; recognising and responding to individual and group play needs, identify new play needs and ensure health and safety at all times in the play environment.
- Will plan, prepare, coordinate, promote and provide a wide range of inclusive, creative and enjoyable play opportunities for pupils which is responsive to their play needs; giving pupils the freedom to spend their leisure time in their own way whilst encouraging fair and caring behaviour.
- Take responsibility for the resourcing, care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards; this may include being a key holder for designated areas within school.
- Attend to the pupils' personal needs including the safety and wellbeing of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility; undertaking appropriate risk assessments as necessary.
- Promote self-esteem; ensuring inclusion, acceptance and integration for all as well as encouraging pupils to act independently as appropriate, interact and work co-operatively with others and engage in activities; including those with specific and special needs and those from different cultures and/or with a different first language.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions and managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- If appropriate, prepare the eating area, supervise children in the eating area (seating, serving, eating, clearing plates etc.) and maintain/clear the eating area throughout (cleaning up of any spillages, wiping surfaces, washing up etc.).
- Collect and safely supervise children to and from the teaching/play area and, if appropriate, ensuring the child is collected by a recognised parent/carer/family member.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will participate in out of working hours activities such as school fairs and party's.
- Will supervise students on work experience, trainees and voluntary helpers.

## ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

#### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

#### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

#### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

#### **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



## PERSON SPECIFICATION



### Burley Oaks Primary School PI Out of hours' care club leader – Person specification



	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> <li>• Experience of working with school aged children or young people from a variety of backgrounds, including disabled children and children from disadvantaged minority groups, in a school/play/childcare setting.</li> <li>• Experience of supervising or managing staff.</li> <li>• Experience of working in a team situation.</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> </ul>
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.</li> <li>• A qualification in childcare, playwork or early education to at least NVQ 2 or equivalent and working towards/prepared to achieve a NVQ3.</li> <li>• Qualifications relating to the post e.g. Health, Food Hygiene and first aid qualification.</li> <li>• Willingness to participate in development and training opportunities.</li> </ul>
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> <li>• Will have knowledge of relevant legislation.</li> <li>• Knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention.</li> <li>• Excellent communication skills.</li> <li>• Excellent numeracy/literacy skills.</li> <li>• An understanding of the needs of a multicultural society.</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</li> <li>• Knowledge of childcare.</li> <li>• Knowledge of child development.</li> <li>• Knowledge and commitment to schools Equality policy.</li> <li>• Ability to relate well to pupils and adults.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to remain calm under pressure.</li> <li>• Demonstrate a commitment to working with children of the relevant age.</li> </ul>
	<ul style="list-style-type: none"> <li>• Demonstrate good co-operative, interpersonal and effective listening skills.</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents or carers.</li> <li>• Ability to perform all duties and tasks with reasonable adjustments where necessary.</li> <li>• Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties.</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.</li> </ul>



## The Recruitment Process

### How to apply:

1. If you wish to apply for this post, please download the application form (or complete online) outlining how you meet the criteria on the job description and the attributes required.
2. You may supplement your application with a letter of **no longer than two sides of A4**. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

We would also request that you provide details of daytime and **evening** contact numbers or email address for use should you be called for an interview. **Please also ensure that email addresses are available for your nominated referees.**

Sadly, we are not able to welcome visitors to the school, in the current circumstances.

**Closing Date:** **Noon, Friday 28th January 2022**

**Interviews:** **W/C 31<sup>st</sup> January 2022**

If you have not been contacted by the close of business on Tuesday <sup>1<sup>st</sup></sup> February 2022, you should assume that your application has been unsuccessful at this time; however, we thank you for your interest in this post.

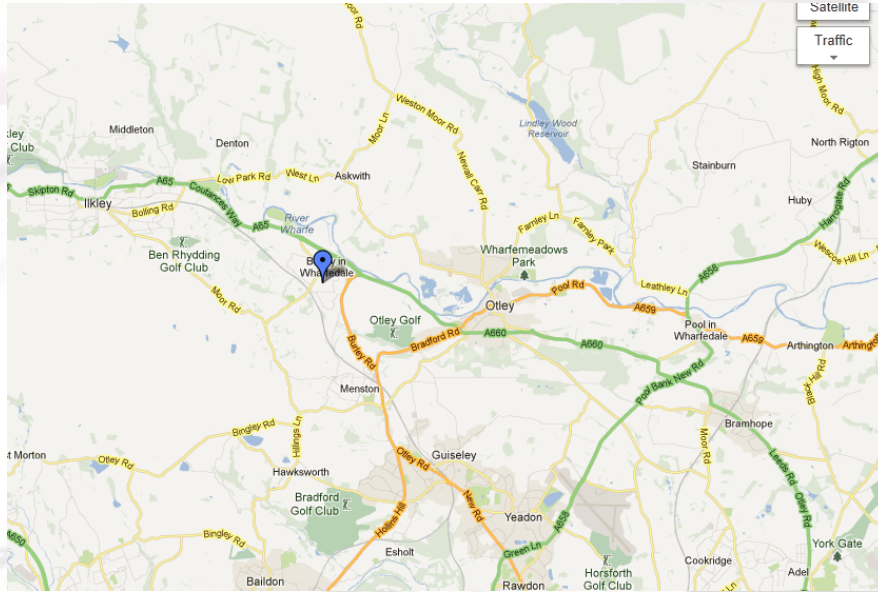
### Completed applications should be forwarded to:

by email: [office@burleyoaks.co.uk](mailto:office@burleyoaks.co.uk)

or Burley Oaks Primary School  
Langford Lane,  
Burley in Wharfedale,  
Ilkley,  
LS29 7EJ

Thank you once again for your interest in this post; we look forward to receiving your completed application.

## How to Find Us



Our address is:

**Burley Oaks Primary School**

**Langford Lane**

**Burley-in-Wharfedale**

**LS29 7EJ**

**Tel. 01943 862642**

**Email: [office@burleyoaks.co.uk](mailto:office@burleyoaks.co.uk)**

