



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Out of School Club Assistant

Hempland Primary School

Closing date: Thursday 14th May 2026 at 9am

Interviews: Monday 18th May 2026



Hempland Primary School

Hempland Primary School are seeking to appoint an After School Club Assistant to work in our out of school club 'Lions@Hempland'.

You will be required to supervise pupils before and after school taking part in both indoor and outdoor activities under the supervision of the Out of School Club Manager.

The successful candidate will join a hardworking and conscientious team. Experience of working with children would be an advantage.

Hempland Primary School is an inspiring place to work. We are a dynamic, creative and forward thinking team. We provide the children with a great education because we are committed to putting the children at the heart of everything we do. Everybody's contribution is highly valued and we are committed to collaborative, creative learning.

Please submit completed application forms to:

mburdett@hempland.pmat.academy

or by post to:

Michelle Burdett
Hempland Primary School
Whitby Avenue
Stockton Lane
York
YO31 1ET

Job Title

Out of School Club Assistant

Reports to

Out of School Club Manager

Grade/Salary

Grade 3 Level 1-4

Full time equivalent starting salary £25,878
reduced pro rata

Hourly rate payable is £13.45

Additional Information

Monday to Friday. Term Time only, fixed term

7.30am—8.45am

3.00pm to 5.30pm Term Time only

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.



Hempland Primary School



Hempland Primary School has served the local community for 50 years, educating children up to the age of 11, initially as an infant and a junior school before amalgamating in 1999 to become Hempland Primary School. In 2016 we became part of Pathfinder Multi Academy Trust and a strategic partner of the Pathfinder Teaching School Alliance. This has enabled us to have much greater flexibility in provision for our children, ensuring that all decisions are made with our children and their needs at heart.



Our school is situated on the east side of York, set in impressive semi-rural surroundings. Our attractive building is set in its own spacious grounds consisting of large playing fields, with established trees and gardens, an outside pavilion classroom, adventure play areas and two playgrounds. We have invested heavily in technology and every teaching area has an interactive whiteboard with access to iPads and Chromebooks to enable both small groups and whole classes to work together using the latest technologies to enrich their learning and build IT skills.

The achievement of all throughout the school is a high priority and is accomplished through a focused whole team approach to ongoing school development. We take great pride in regarding ourselves as a welcoming and friendly school where everyone works together and aims for the very highest standards in all that we do.



Our Hempland family is committed to a wholly inclusive approach to education and believe all children have the right to high quality resources. We benefit from an on-site Local Authority central resource provision to support the teaching and learning of Deaf and Hearing Impaired children across York. This team supports us in promoting inclusivity and helps us to form positive relationships.



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About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools





Job Description

Main Purpose of Job

To work under the guidance of the Out of Schools Club Manager, within an agreed system of supervision, to assist with the implementation and delivery of a care and activity programme for children.

Core Responsibilities, Tasks and Duties

- Works under the direct instruction of the Out of Schools Club Manager within an agreed system of supervision to help provide high quality childcare and a suitable programme of activities for children within a positive, safe and happy environment.
- Uses specific skills, knowledge and experience with and of the children to support their access to activities.
- Prepares the room for sessions and clears away afterwards as directed by the Out of Schools Club Manager.
- Assists with record keeping, monitoring and routine administration tasks as directed by the Out of Schools Club Manager.
- Assists with the preparation of resources and displays and the maintenance of equipment as directed by the Out of School Club Manager.
- Helps to ensure activities positively reflect cultural diversity, promote community cohesion and equality of opportunity and that they are fully inclusive as directed by the Out of Schools Club Manager.
- Takes responsibility for preparing the room and resources for the planned activity and care programme to take place.
- Follows all School policies and procedures, in particular: Health, Safety and Security Policies, Child Protection Policy, Anti-Bullying Policy, Behaviour Management Policy, Inclusion Policy, Equality Policies and Confidentiality and Data Protection Policies.
- Participates as required in the school's performance management and takes part in appropriate training and development activities.
- Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working.
- Contributes to the overall ethos, work and aims of the school and demonstrates professionalism. Help ensure the club adheres to legislative requirements and national standards.

Supervision/Management of People

None.

Creativity and Innovation

- Builds and maintains positive and professional relationships with parents.
- Monitors and is responsive to children's behaviour, personal needs and communication. Communication as required by the Out of School Club Coordinator.



Contact and Relationships

Internal:

Assists the Out of Schools Club Manager in developing children's learning, self-care skills and in managing behaviour on a daily basis. Meets pupils' personal and social needs on a daily basis. Takes part in meetings as required. Works in collaboration with other support staff and volunteers.

External:

Under the direction of the Out of Schools Club Manager, some contact with other external professionals and

Decisions - discretion and consequences

- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to the Out of Schools Club Manager, other professionals and

Resources

None.

Work Environment

Work demands

- Under the direction of the Out of Schools Club Manager, need to implement activities as planned. Work may be subject to some change and interruption.

Physical demands

- Will involve both sitting with children and periods of physical activity, involving bending, crouching, lifting, walking and running. May also be required to meet children's personal care needs, undertake physical interventions with children, move children with physical disabilities etc., following approved procedures.

Working conditions

- Majority of work takes place in an indoors environment. May also be involved in outside activities e.g. supervision of playground and sports field activities in all weather conditions as required.

Work context

- Some risk of verbal abuse and physical harm if a child, parent or member of the public were to choose to behave aggressively, but this would be extremely rare.
- Risk of injury from moving and handling children with physical disabilities and from caring for and working with small children.
- Risk of exposure to bodily fluids when assisting children with their personal hygiene.

Knowledge and Skills

- Communication skills
- Knowledge of child development and children's personal development needs
- Knowledge of strategies which promote good behaviour and discipline
- Ability to participate fully in planned physical interventions, in children's personal care routines and in moving and handling children with physical disabilities safely, using appropriate mechanical and other



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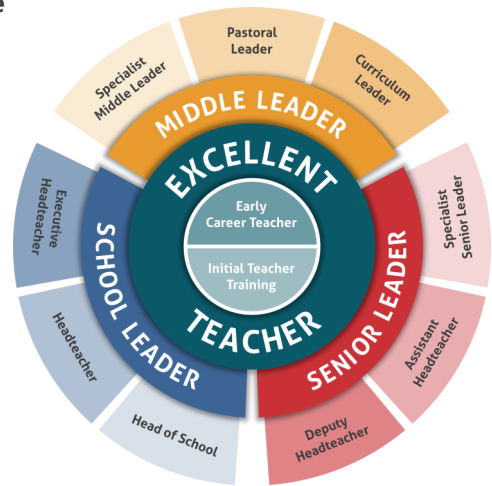
Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



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Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy



are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.