

Candidate Application Pack



Relief Extended School

Worcesters Primary School



www.attigoacademytrust.co.uk
www.worcestersprimary.co.uk



Attigo Academy Trust
c/o Worcesters Primary School
Goat Lane, Enfield, EN1 4UF
Tel: 020 8363 7860
www.attigoacademytrust.co.uk

Dear Candidate,

Thank you for your interest in the position of Relief Extended Schools at Worcesters Primary School.

Please read through the Job Description and Person Specification for the role and complete the application form

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

We look forward to hearing from you.

Frances Ward
Head Teacher
Worcesters Primary School

PLEASE NOTE WE DO NOT ACCEPT CVS



Attigo Academy Trust

Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

What we can offer staff joining our Trust

Founding Principles

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- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We provide opportunities to visit our partner school in Madrid where you can experience the Spanish culture and attend sessions to learn the language
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities

Job Description:	Relief Extended School
Pay Scale:	Scale 2
Responsible to:	Extended Schools Manager

Purpose of post

- To assist in the day to day organisation of the Breakfast/ After School Club/Walking Bus.
- Supervise and take care of the children in all areas inside and outside of the school when cover/ additional staffing is required.

Key responsibilities

- To provide full care for the children, including receiving them safely from their Class Teachers and delivering children to their parents or carers.
- To supervise pupils indoors or outside in accordance with the instructions of the After School/ Breakfast Club Manager.
- To ensure that any injury or sickness of pupils is reported immediately to the First Aider. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
- To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
- Plan and oversee a varied programme of games and activities in conjunction with colleagues.
- Supervise, lead and assist children in activities and games
- To supervise children on the Walking Bus, ensuring safe crossing of roads and walking to school.
- Assist with the setting out and clearing up of play equipment.
- Carry out any reasonable requests from the Extended Schools Manager

Pupil Wellbeing and Personal Development

- Assist with maintaining good behaviour of pupils throughout the school at all times
- Build and maintain close and secure relationships with pupils, ensuring the care, health and welfare of children at all times
- Report any concerns regarding child protection or children's welfare to the designated teachers
- To understand and follow the school's Safeguarding and Child Protection Policy.
- Establish and maintain appropriate working relationships with parents, support staff and other adults involved in the education of the pupils
- Maintain confidentiality at all times.

Leadership and Management

- Liaise with other professional staff as necessary, which may include outside agencies
- Share skills and knowledge with colleagues
- Ensure good communication across the school
- Attend relevant training

Other Responsibilities:

- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first as to staff and pupils as required.
- Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

Equal Opportunity

The Postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Person Specification: Relief Extended Schools

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
Qualifications		
Proven level of Standard English (spoken and written)	✓	
Experience		
Proven skills and abilities in working with primary age pupils	✓	
Skills/knowledge/abilities/aptitudes		
Ability to develop and maintain appropriate boundaries with pupils	✓	
Understand how to maintain a safe environment for all children	✓	
Ability to communicate effectively both verbally and in writing	✓	
Able to give clear direction and instructions to pupils	✓	
Good interpersonal skills	✓	
Ability to work cooperatively and flexibly within a team	✓	
Ability to manage and supervise pupils	✓	
An understanding of the importance of confidentiality	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
Ensuring safeguarding procedures are followed to promote the welfare of all children.	✓	
Commitment to the promotion of Health and Safety at work	✓	
Current first aid qualification		✓

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.