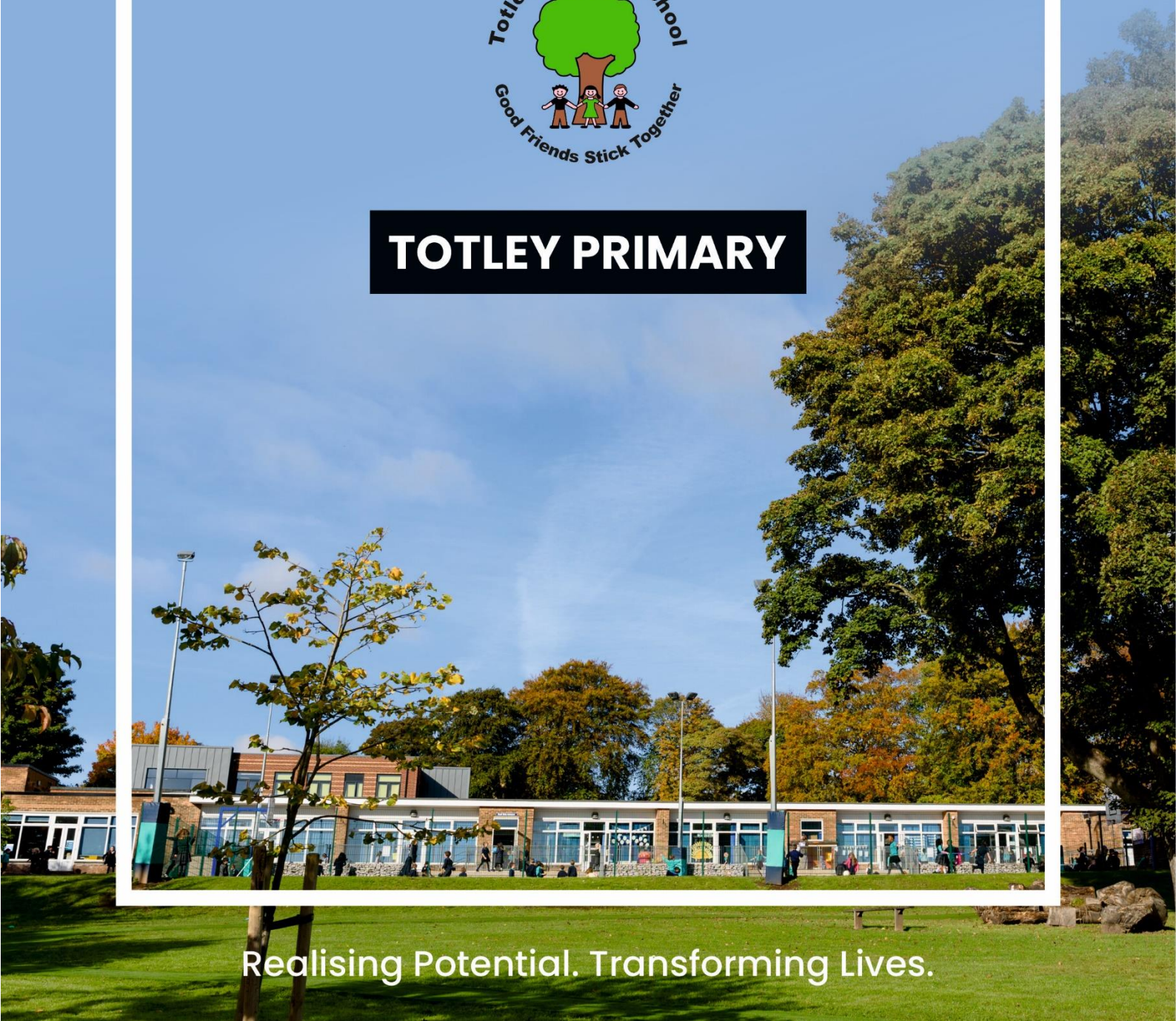
Mercia Learning Trust

APPLICANT PACK

TOTLEY PRIMARY



Realising Potential. Transforming Lives.

Advert

Post: Wrap Around Care Playworker
School: Totley Primary School
Contract Type: Negotiable hours per week, term time only
Contract Term: Permanent
Full time Salary: Grade 3 £19,650 to £20,043
Hourly rate: £10.19 to £10.39 per hour
Start Date: As soon as possible

Thank you for taking an interest in this great opportunity to be part of the extended services at Totley Primary School. We are looking for someone who can complement this team who is a self-starter, able to work on their own initiative and who is prepared to work outside their comfort zone from time to time. The sky is the limit though and you will have the chance to be as creative as you like as you grow and develop extended services in the school alongside the established team.

We are looking to appoint a practitioner who is able to provide high quality play support to our children either before or after school (or both). The care service is open every day from 7.00am – 9.30am and 2:45pm – 6pm. We are flexible on what candidates are able to commit to within reason.

The right candidate will:

- have experience ideally gained within a busy and demanding environment
- have a keen desire in children's development
- an ability to work using their own initiative
- an alignment to a can-do culture
- the capability to maintain effective relationships
- a high level of communication skills and the ability to relate positively to children and adults
- the talent to adapt to changing situations and learn new skills
- a keen eye for ensuring the safety of our pupils

We are passionate about enabling all our students the very best start in life at Totley Primary School. Great support staff make a difference.

If you have any further information about the post or a visit, please contact Kirsty Ardron Trust Wrap Around Care Manager at kardron@thenookkidsclub.co.uk

Closing Date: Sunday 25 September 2022

Please note we do NOT accept CV's or Sheffield City Council Application Forms. Please request an application form from recruitment@merciatrust.co.uk or download from the school website.

Headteacher's Message



Thank you for your interest in joining Totley Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

Totley Primary is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and also develop as people.

Totley Primary is part of Mercia Learning Trust along with King Ecgbert School, Mercia School, Newfield School, Nether Edge Primary and Woodlands Primary.

Our expectations for every Totley child are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every child, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the outstanding provision we offer to our community and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Ben Paxman
Headteacher

JOB DESCRIPTION

Post Title	**Wrap Around Playworker** *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	**Grade 3 - £19,650 to £20,043**
Hours/Weeks:	**Negotiable Hours, Term Time Only**
Responsible to:	**Trust Wrap Around Care Manager**
Responsible for:	**N/A**

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- Support pupils' development and care at the nook kids' club at Totley Primary School. Take a lead in developing positive behaviour amongst pupils, organise and lead play activities and maintain play equipment.

KEY RESPONSIBILITIES

- Assist in the organisation and running of sessions, creating a safe, constructive and stimulating multi-cultural environment for children
- To be involved in the setting up and clearing away at the start and end of each session
- Listening and responding to children's needs and encouraging them to own their learning journey
- Providing support and coaching for children to develop their interpersonal skills, play skills and understanding of the world.
- Keeping the work environment healthy, safe and secure.
- Attending staff meetings and staff development meetings when appropriate.
- Maintaining pupil records where necessary.

- Establishing and maintaining relationships with other school staff and parents/carers, to ensure a joined up approach to each child's care.
- Participating in the school scheme of appraisal and performance management.
- To assist in organising and supervising children in transition from school and clubs.
- To ensure the standards of behaviour are maintained and comply with school behaviour policy, golden rules and learning attributes.
- To provide refreshments, ensuring that food hygiene and health and safety standards are met.
- Support children in their personal care.
- Administer First Aid
- Organising and maintaining play equipment, ensuring its safe storage.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.

- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Business Manager/Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: August 2022

Job Specification

Post Title:	**Wrap Around Playworker**
Grade:	**Grade 3 - £19,650 to £20,043**
Hours/Weeks:	**Negotiable Hours, Term Time Only**
Responsible to:	**Trust Wrap Around Care Manager**
Responsible for:	**N/A**

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training		Childcare/Playwork/Teaching Assistant Qualification
Experience	Experience in working with children	2+ years minimum
Knowledge/Skills (Ability to)	Communication Skills Strong Organisational skills Efficient Record Keeping Ability to work positively as a member of a team *The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role	
Personal Qualities	Highly motivated with a can do attitude A Positive Demeanour To be organised and able to follow instructions Flexible and Adaptable Approach	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
  MLT Recruitment Team
  Mercia Learning Trust
  79 Glen Road
  Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 236 4482 or enquiries@totley.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- Closing date for applications is **Sunday 25 September 2022**
- Interviews to be held in **week commencing 26 September 2022**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.