



## Recruitment Pack

### After School Club Assistant

Location: **Veritas Primary Academy – Reach2 Academy Trust**

Veritas Primary Academy  
Weston Road  
Stafford  
ST18 0FL

Tel: 01785 333 400

[www.veritasprimaryacademy.com](http://www.veritasprimaryacademy.com)  
[office@veritasprimaryacademy.com](mailto:office@veritasprimaryacademy.com)

[www.reach2.org](http://www.reach2.org)

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# The application process and timetable

Closing date for applications – Tuesday 10<sup>th</sup> April 2018

Interviews – TBC

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

## The application

You are invited to submit an application form, which is available together with this document or from our school website- [www.veritasprimaryacademy.com](http://www.veritasprimaryacademy.com)

Veritas Primary Academy and REACH2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

Completed Application form and Equal Opportunities Monitoring form should be sent to:

Lucy Henderson, School Business Manager, Veritas Primary Academy, Weston Road, Stafford, ST18 0FL or by email to

[lucy.henderson@veritasprimaryacademy.com](mailto:lucy.henderson@veritasprimaryacademy.com)

# Welcome Message from Angela Kerr, Headteacher

Dear Applicant,

Veritas Primary Academy is a two form entry school from Reception up to Year 6. We are a child-centred school where all stakeholders are encouraged to take an active part in school life. We also foster close links with surrounding schools aiming to share resources, facilities and expertise to ensure the best teaching and learning possible occurs at Veritas.

As a member of the Reach2 family of schools we can access the support and advice of the country's largest primary only academy trust. Reach2 are passionate about developing their people which ensures outstanding CPD and career progression opportunities. We also work hand in hand with all Reach2 schools within the West Midlands region allowing us to share expertise and resources locally.

The Reach2 philosophy is clear – a cornerstone of exceptional teaching experiences with shared values of learning, leadership, enjoyment, inclusion, inspiration, responsibility and integrity. As a result of this ethos we see high achievement across all of our schools and are one of the best performing trusts in the country. We seek to achieve this in every Reach2 school, children only get one chance at their education – we have to ensure that it is the best chance possible.

If you feel that you would like to be part of a team that is committed to excellence we would like to hear from you.

We are an equal opportunities employer and welcome applications from all people who meet the job specification.

**Angela Kerr**  
**Headteacher**

## Contact Details

Veritas Primary Academy  
Weston Road  
Stafford  
ST18 0FL

Tel: 01785 333 400

Email [office@veritasprimaryacademy.com](mailto:office@veritasprimaryacademy.com)

Headteacher: Miss Angela Kerr

## Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

The touchstones are:

- **Learning:** children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
- **Leadership:** we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
- **Enjoyment:** children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging will release in children their natural curiosity, fun and determination.
- **Inspiration:** inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
- **Inclusion:** we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity.

Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.

- **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: [www.reach2.org](http://www.reach2.org)

## Job Description

**Post:** After School Club Assistant  
**Salary:** National Living Wage, NJC Scale Point 13 (pro rata)  
**Responsible to:** Headteacher

### Job Purpose

- To supervise children attending After School Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

### Duties and Responsibilities

- Prepare the After School Club facilities and activities, ensuring quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Organise play and art activities, reading and homework support.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognises the quality of the After School Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable activities for pupils.
- Builds up warm and positive relationships with pupils.
- Considers the needs of pupils all decisions about the club.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.

- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. help new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding.
- Is tactful when talking to others.
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To demonstrate an understanding of and a commitment to Reach2 Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Cash Handling – Fees from parents.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

**Other requirements:**

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.



## Person Specification

JOB REQUIREMENTS	Essential	Desirable
<b>Qualifications and Experience</b>		
NVQ level 3 in Childcare, Playwork or equivalent	✓	
Experience of working with children and organising and supervising activities	✓	
Food Safety & Hygiene Certificate Level 1		✓
Current First Aid Certificate		✓
<b>Skills, knowledge and abilities</b>		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Display commitment to the protection and safeguarding of children and young people.	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security	✓	
Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc.		
An understanding of relevant administration procedures including child registration requirements.	✓	

Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
<b>Other Job Specific Requirements</b>		
A willingness to promote the ethos of the school	✓	
Commitment to Reach2's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓	
<b><i>Disqualifying Factors</i></b>		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Reach2's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)