Thank you for your interest in Harris Primary Academy Mayflower

APPLICANTS PACK

Harris Primary Academy
Mayflower
Afterschool Club
Assistant (Club 101)

Start Date: September 2015
Role Overview

Harris Primary Academy Mayflower opened in September 2014 in order to meet the significant need locally for new places. We opened with a 3 form Reception cohort and the school will grow by a year group at a time. Harris Primary Academy Mayflower will eventually have 5 forms of entry per year group, and will be the biggest primary free school in the country.

We are a sister school to Harris Primary Academy Chafford Hundred and we work very closely together. Our shared belief is that children thrive when they feel consistently happy and safe at school.

We are looking to appoint a friendly afterschool club assistant to join our vibrant and diverse team. This is an excellent opportunity for a committed professional looking to start, or continue their career in an exciting new role.

The successful applicant will:
- NVQ2 or equivalent qualification or experience in relevant discipline
- Good communication skills
- A commitment to putting the needs of students first
- An ability to work with young people with a wide range of support needs

At Harris Primary Academy Mayflower you would be working as part of a supportive team. In addition to the benefits outlined, we offer excellent professional development opportunities provided by Harris Federation. We would also offer:

- An ambitious, successful and vibrant place to work;
- Children who are bright, confident and eager to learn;
- A supportive working culture that focuses on positive learning behaviour and high expectations for all children;
- A senior leadership team that is highly committed to developing others

Salary: Grade 3
Pro rata: 15 hours per week
39 weeks per year
3.00pm – 6.00pm
Introduction Harris Federation

Lord Harris of Peckham is the sponsor for the Harris Federation. Our vision is that rather than have these Academies working in isolation, they should benefit from working as part of a wider Harris Academy Federation. It is clear that a group of Academies working together will provide a powerful tool for school improvement and for raising standards. The Federation operates with a central Board of Directors providing strategic direction which is able to speak for the Federation at a national level as well as with local Academy Governing Bodies. It is planned that the Federation will grow to forty in the coming years.

The Federation operates a number of focused school improvement groups covering senior leaders, subject leaders in English, Maths and Science, newly qualified teachers, a Student Commission Group and a number of other groups. The Federation also operates a Harris MA course in School Improvement in conjunction with the London Leadership Centre. Details of these initiatives can be found on the Federation website.

A total of approximately 22,000 students are currently educated in Harris Schools. Lord Harris is also a major sponsor of the Harris Manchester College and Oriel Colleges in Oxford and also Lucy Cavendish College Cambridge and we are working to link closely with these Universities.

The Federation is led by a Chief Executive Officer, Sir Dan Moynihan, previously an experienced and highly successful headteacher, with the overall aim of being able to derive the maximum possible educational, financial and personnel benefits from working in a group of co-operating schools, rather than working in isolation.

The Academies are run by their Principals working as part of a supportive community. The aim is to reduce bureaucracy, share best practice, co-operate in course planning, professional development etc. and provide higher quality ICT, financial and premises support than would be available to any single school working alone.
The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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<tr>
<th>Post title:</th>
<th>Afterschool Club Assistant</th>
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<tr>
<td>Salary:</td>
<td>Grade 3</td>
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<tr>
<td>Reporting to:</td>
<td>Afterschool Club Leader/Principal</td>
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**Job Purpose**
To work under the guidance of the Afterschool Club Leader and Principal to provide child care for pupils attending the Afterschool Club. You will be working closely with the children providing encouragement and supervision for the duration of the club, ensuring the safety, welfare and physical and mental well-being of pupils. To assist the Leader in offering the children a wide range of play activities and ensuring that the club offers the children a relaxed, informed and caring environment, whilst maintaining good order and discipline.

**Main Duties**
- To maintain a safe, creative and stimulating environment for children's play experiences.
- To assist the Club Manager in the planning of a programme of activities designed to meet the needs of the children.
- To form and maintain appropriate professional boundaries with children, young people, staff, volunteers, parents and carers.
- To ensure that all policies, standards and guidelines are adhered to.
- To provide a creative programme of arts, crafts, games, sports, drama, music, off-site activities relevant to the needs and interests of all children, regardless of their race, religion, culture or language, physical or mental ability.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- To be responsible for Health and Safety issues at the afterschool club with regard to clearing, setting up and running activities – both indoor and outdoor, trips, outings and general risk assessment.
To attend weekly team meetings as instructed by the Club Manager to discuss and assess progress and any issues.

To carry out financial and administrative tasks as directed by the Manager, such as petty cash, registering children, parental forms etc.

To participate in training if instructed to do so by the manager.

To keep the building and areas of use, including toilets, clean, tidy and accessible — i.e. clearing up properly at the end of and during each session.

To follow first aid procedures including keeping records of all accidents and the treatments given.

To deputise for the Club Manager when they are on leave, sick, off site etc.

Liaising with:

- Principal, Academy Leadership Group, parents and pupils

Disclosure level:

- Enhanced DBS

Academy Ethos

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy’s corporate policies.
- To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy’s Dress Code.

Other Duties:

- To be role models for the students of the Academy.
- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the postholder.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) without which candidate would be rejected

Desirable (D) useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.
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<tr>
<th>Training</th>
<th>Breakfast Club Assistant</th>
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| Qualifications, Knowledge & Training | • NVQ2 or equivalent qualification or experience in relevant discipline (Playworker or Childcare)  
• Good numeracy/literacy skills  
• Appropriate knowledge of first aid  
• A willingness to undertake further training, if necessary, to meet the needs of the students. |
| Experience | • Experience in a similar role or working within a school setting  
• Experience of supporting students with learning difficulties and/or disabilities |
| Personal Skills and Qualities | • Knowledge of issues and general procedures around Child Protection and Safeguarding.  
• Ability to communicate effectively with colleagues, parents, carers and children.  
• To be fit and healthy and have enough energy to carry out all of the tasks involved.  
• Sense of humour, enthusiasm and imagination.  
• Practical arts, crafts, sports and/or games skills.  
• Good communication skills  
• An ability to take responsibility for tasks without direct supervision.  
• An ability to work with young people with a wide range of support needs.  
• A commitment to treating people equally and with a respect for diversity.  
• An ability to work well with others.  
• An ability to work flexibly.  
• A commitment to putting the needs of students first.  
• Ability to Safeguard and promote the welfare of children and young people  
• Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances  
• Shows a personal commitment to and has a good understanding of the safeguarding agenda  
• Can demonstrate an ability to contribute towards a safe environment |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.
The job-holder will ensure that Academy policies are reflected in all aspect of his/her work, in particular those relating to;
(i) Equal Opportunities
(ii) Health and Safety

How to Apply:

Applications must comprise all of the following:
- A completed application form;
- A letter of application, no longer than two sides of A4 in Arial, font size 12, outlining how your experience and track record to date meets the key criteria in the person specification;
- A CV of no more than 3 pages in Arial font size 12;
- Application monitoring form (this will not be used to assess your application)

Please submit a letter of application (and application form) stating in no more than two sides of A4 (font size 12), why you are suited to this role to Vicki Burcham, Office Manager at v.burcham@harrisprimaryacademymayflower.org.uk. Application forms are available on the vacancy section of our website: www.harrisprimaryacademymayflower.org.uk We welcome candidates to visit the school, please contact Vicki on 01375484490 to arrange a visit.

**Closing Date:** Midday on Thursday 16th July 2015

**Interview:** Tuesday 21st July 2015