



AFTER SCHOOL CLUB LEADER

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully

A handwritten signature in dark ink, appearing to read "Neil Rodgers".

NEIL RODGERS

Executive Headteacher

Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

After School Club Leader

Permanent, 15 hours per week, term time plus 2 days

2:45pm – 5:45pm Monday to Friday

Band 3: £19,698 to £20,092 per annum (pro-rata equivalent)

We Navigate. We Illuminate. We Shelter

From September 2021, James Calvert Spence College are providing a new After School Club for students at the South Avenue site and are looking for an enthusiastic After School Club Leader to join us and manage the day to day organisation.

We are seeking an inspirational and highly effective Leader who is passionate about providing fun, engaging and high-quality childcare. Able to work on your own initiative, you will be required to provide a safe space and creative opportunities where children can play, read study and enjoy their time at the club.

We want the club to be highly valued by our parents and carers and the successful candidate will play a key role in making it a success.

Further information about this vacancy and our school can be found in the candidate information pack. Details of all our current vacancies is available at www.jcsc.co.uk.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? Completed forms must be emailed to Amy Crawley acrawley01@jcsc.co.uk. The closing date for applications is noon on Monday 9th August and interviews will take place on Thursday 12th August.

JOB DESCRIPTION

Post Title: After School Club Leader		School: James Calvert Spence College		Office Use
Grade: Band 3				JE ref: SG65
Responsible to: Business Manager		Date: September 2021	Manager: Business Manager, Executive Headteacher and School Governors	
Job Purpose: To provide safe, high quality after school care for children aged 9 and above.				
Resources	Staff	Play workers/after school club coordinators		
	Finance			
	Physical	The maintenance of a safe and stimulating environment.		
	Clients	Children 9 years of age and above and their parents/carers		
Duties and key result areas:				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<div>1. To support the Executive Headteacher in ensuring the club meets the standards set by OFSTED for out of school provision.</div> <div>2. Work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills.</div> <div>3. To routinely risk assess the Out of School Club (OSC) provision to ensure a healthy, safe and secure environment is maintained.</div> <div>4. To ensure any child protection/safeguarding concerns are acted upon immediately and appropriately by informing the Designated Person.</div> <div>5. To oversee the day to day administrative and organisational needs of the provision. To liaise with the school reception staff, ensuring records are properly maintained e.g. daily attendance registers, accident forms and incident log and correspondence is passed to parents and to the office.</div> <div>6. To administer First Aid as appropriate and ensure all incidents are reported and recorded appropriately.</div> <div>7. To plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child.</div> <div>8. To oversee systems of observations and record keeping so that children’s progress and achievements are effectively and regularly assessed if required.</div>				

9. To provide support to play workers/volunteers.
10. To consult with team members, children and parents and involve them in the planning of activities and snacks.
11. To ensure that refreshments are provided that meet the required standards of hygiene, health and safety.
12. To undertake statutory training as required and additional training as agreed to meet continuous professional development needs.
13. To liaise with the Head Teacher, Governors, OFSTED, NCC and any other professionals as deemed necessary to ensure that all legal and statutory requirements are implemented. To provide reports as required.
14. To undertake any other reasonable duties in accordance with the out of school club business plan/objectives.

Work Arrangements

Physical requirements:

Transport requirements:

Working patterns:

Working conditions:

Transport requirements: None

Working Patterns:

PERSON SPECIFICATION

Post Title: After School Club Leader	Service: Children's Services/ Schools	Ref: SG65
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>A recognised level 2 or above childcare/playworker qualification.</p> <p>Food Hygiene certificate.</p> <p>A satisfactory Enhanced DBS check which confirms suitability to work with children.</p> <p>Health clearance for role.</p> <p>First Aid trained</p>	<p>A recognised level 3 or above childcare/playworker qualification.</p> <p>Evidence of child protection training and a current paediatric first aid certificate.</p> <p>A good knowledge and understanding of Health and Safety requirements.</p> <p>Willingness to attend further training courses and meetings as required to keep up to date with current good practice.</p>	A, I
Experience		
<p>Minimum of 2 years experience in a supervisory role within a childcare setting.</p> <p>Experience of providing activities for mixed age/ability groups.</p>	Experience within an after school club.	A, I
Skills and competencies		
<p>Sound understanding of child development and of children's needs.</p> <p>Ability to communicate and liaise effectively with a wide range of people; both professional and members of the local community.</p> <p>The ability to work as part of a team and on own initiative as appropriate.</p> <p>The ability to lead and manage staff to deliver high standards and results.</p>	The ability to plan and implement an out of school curriculum.	A, I, G

<p>Commitment to and understanding of equality, diversity and inclusive practice.</p> <p>Reliable and enthusiastic.</p>		
Physical, mental and emotional demands		
<p>A professional approach and calm manner in all situations – a role model at all times.</p> <p>Ability to prioritise and be adaptable/flexible in approach.</p> <p>Ability to create and maintain a stimulating and enjoyable environment.</p> <p>Maintain confidentiality adaptable/flexible in approach.</p> <p>Ability to create and maintain a stimulating and enjoyable environment.</p> <p>Maintain confidentiality</p>		I, R, G
Other		
<p>Motivation</p> <p>A commitment to young children and families.</p> <p>A commitment to the provision of a high quality service and achieving customer satisfaction.</p>		I, R