



Rotherfield
Primary School

After School Club Leaders x 2

Newington Green and Rotherfield Primary Schools

Closing date: Monday 1st November 2021 at noon

Job reference: NG/RTH/875

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Welcome letter from Executive Headteacher

Dear future After School Leader,

I am delighted that you are interested in joining the team here at Rotherfield or Newington Green as the After School Club Leader. We are looking for a new lead in both schools.

In this role you will be managed by Matt, our Clubs Manager across both schools. We are looking for someone who wants to develop the provision in both schools to be high quality and well attended. We are well resourced in both clubs, with food provided by our catering provider. We have an experienced support team in both school clubs, who are ready to support a new leader in developing the provision.

As After School Club Leader we will expect you to plan and lead play based educational activities, linked to the school's curriculum, but that are fun and engaging after school. We will expect you to liaise with your staff team, and with Matt, your line manager, to ensure we are offering children the best enrichment/childcare opportunities after school.

At Newington Green our After School Provision runs from 3.30-7.00pm, and we would want someone to work term time only for 20 hours a week from 3.00pm to 7.00pm. At Rotherfield our provision runs from 3.30-6.30pm and we would want someone to work from term time only for 17.5 hours per week from 3.00-6.30pm. Matt is the DSL for out of school provision on both sites; he is mobile and can commute in the event of any concern. If you are someone who needs childcare for your own child/ren during this time, this can be accommodated in the provision by negotiation.

Tina, our lead at Rotherfield is leaving to move to Scotland, and our Leaders who share the role at Newington Green are looking to change their work patterns. They are not leaving because they do not love the roles!



This pack provides some more detailed information and will hopefully give you a good insight into our ethos. Both schools are happy, and dynamic with high expectations of our pupils. We serve a diverse, inner London community and work with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work in either school, you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent education, and enriching activities will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

You will find both schools to have a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, and a supportive leadership team.

If you wish to have an informal chat on phone, or via video call, or a visit to either school setting to talk with Matt, please contact him via the school office or at mcoulthard@newingtongreen.co.uk

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher



Information about Newington Green and Rotherfield Primary Schools

Rotherfield Primary School: <http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

We have the following staff working across both schools: Home School Worker, Music Specialist, Clubs Manager, Premises Manager, Spanish Specialist, Business Manager, Executive Head and a Computing Specialist.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We are redeveloping our playground during summer 2021, and the quality of the learning environment will be excellent inside and out!

<http://futurezone.org.uk/>

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.



Janet - Both Newington Green and Rotherfield staff member



As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage. As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn. When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!



Newington Green Primary School www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head and a Computing Specialist.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.



Advert

After School Club Leaders x 2

- **Permanent appointment, Term time only**
- **Part-time, 17.5 hours per week at Rotherfield & 20 hours per week at Newington Green**
- **Salary scale:** SC6 point 18 – 22, £29,544 - £ 30,618 per annum
- **Actual salary for Rotherfield role:** £12,748 - £13,446 pa
- **Actual salary for Newington Green role:** £14,569 - £15,367 pa
- **Hourly rate:** between £16.19 to £16.78 per hour
- **Additional:** As an Islington employee the school pays into the Local Government Pension Scheme at around 23% of your salary- an excellent benefit for staff.

The Executive Headteacher and Governors at Rotherfield and Newington Green Primary Schools are looking to appoint **2 After School Club Leaders**, one based at Rotherfield, and one based at Newington Green.

We are hoping for candidates to begin work in the Autumn term- but there is some flexibility on start dates.

The role of After School Club Leader will have a major impact on the children's lives through ensuring that children whose parents are working, or who are vulnerable, are well supported in post school activity, developing skills through play.

We want candidates who:

- have a strong knowledge of children's development through play, and can plan fun and engaging play based activities that support learning



- want to lead a staff team to support children, families and the quality of provision
- want to work across schools to improve provision in both school through shared planning, resources and activity ideas
- love working with children and seeing them thrive under your leadership
- taking responsibility for improving staff performance and the activities on offer

At **Newington Green** our After School Provision runs from 3.30-7.00pm, and we would want someone to work term time only for 20 hours a week from 3.00pm to 7.00pm.

At **Rotherfield** our provision runs from 3.30-6.30pm and we would want someone to work from term time only for 17.5 hours per week from 3.00-6.30pm.

If you are someone who needs childcare for your own child/ren during this time, this can be accommodated in the provision by negotiation.

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NG/RTH/875**.

Closing date for applications: Monday 1st November 2021 at noon

Selection process: to be confirmed.

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Job Description

- **Post Title:** After School Club Leader
- **Grade:** SC6 point 18 – 22
- **Responsible to:** Clubs Manager
- **Responsible for:** After School Club workers

PURPOSE OF THE JOB

- To plan, organise and deliver high quality safe, creative and stimulating leisure activities for children between the ages of 4 – 11
- To take responsibility for the day to day management of the club, as well as a taking an active role in supporting the Clubs Manager to develop the provision.
- To provide effective management and leadership to the ASC team.

MAIN RESPONSIBILITIES

- To be responsible for the quality of the ASC provision including the conduct and quality of the staff team.
- To be responsible for the supervision and line management of the staff within the provision to ensure their practice is of high quality and meets expectations.
- In conjunction with the Clubs Manager to plan and organise the after school club programme, ensuring that there is a wide range of age appropriate activities meeting the full range of children's individual and group needs.
- In conjunction with the Clubs Manager produce an annual plan for activities in the provision.
- In conjunction with the Clubs Manager to produce detailed termly plans for activities within the provision, taking into account children's interests and making links to the school curriculum where possible.

- To produce detailed weekly plans, based on the evaluation of the previous week, children's interests and feedback from children and parents.
- To work with other staff to ensure that the team approach is at all times child centred with an emphasis on developing positive relationships between the staff and children and a happy environment for children.
- To develop and maintain positive relationships and communication with parents
- To involve children in the planning of activities and encourage independence and responsibility by treating children as active participants in the provision.
- To keep the Clubs Manager abreast of all relevant matters in relation to the running of the club
- To work within all the Policies and Procedures relevant to the ASC, including the smooth dismissal from enrichment clubs
- To work with the Clubs Manager to monitor the service ensuring that it meets the requirements laid out in the LBI Quality Framework for Out of School Childcare.
- To liaise with catering services for your provision and ensure that feedback is recorded and action taking regarding likes, dislikes and any concerns about quality.
- To observe and maintain appropriate standards of health and safety, food hygiene, and maintenance and ordering of equipment and materials
- To work closely with the Clubs Manager to ensure that relevant information is shared and communicated to safeguard children and deliver appropriate care and support.
- To order resources for the provision, keeping within the budget
- To carry out all administration related to the post

Team working and collaboration

- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To take responsibility for safeguarding and promoting the welfare of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with the school's Commitment to high quality service provision to the customer.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Person Specification

- **Post Title:** After School Club Leader
- **Grade:** SC6 point 18 – 22

EDUCATION & EXPERIENCE

- | |
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| E1. Hold an NVQ Level 3 in Playwork or Children's Care Learning and Development or equivalent, or willingness to undertake |
| E2. Current certificate of attendance Level 2 Safeguarding update |
| E3. A minimum of 2 years' experience working in a childcare/play environment including previous experience managing staff |

SKILLS, KNOWLEDGE & UNDERSTANDING

- | |
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| E4. To demonstrate the ability to plan, organise and deliver a wide range of creative and stimulating activities for children |
| E5. Knowledge and understanding of the role of the play leader in supporting children's development & learning through play |
| E6. To demonstrate the ability to effectively lead and manage a team of play workers |
| E7. To demonstrate the ability to form and maintain positive and supportive relationships and personal boundaries with children. |
| E8. To demonstrate knowledge of the key policies relevant to the post and how they would be implemented |

E9. To be able to communicate effectively with a range of people, including parents, school staff and others
E10. Demonstrate an understanding of the interrelationship between the school and playcentre
E11. To have the ability to plan for the needs of children with a variety of different support needs and abilities including SEN
E12. Ability to implement positive strategies to support children's understanding of appropriate behaviour
E13. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
E14. Demonstrate the ability to carry out the administrative tasks associated with the post.
E15. Demonstrate an understanding of health and safety requirements for the post as well as child protection and safeguarding.
E16. To demonstrate how services will be delivered within the framework of the school's equal opportunities policy.
DESIRABLE CRITERIA
D1. To have experience or qualifications within the arts or sports
D2. To hold a First Aid qualification

How to apply

Application Deadline

Completed application forms must be received by **Monday 1st November 2021 at noon**.

Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NG/RTH/875**.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – **020 7226 6620** / Newington Green - **020 7254 3092**).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

We will confirm to the shortlisted candidate when the selection process will take place. This may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Newington Green Primary School

Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones