



**Breakfast Club Assistant Application Pack**

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**Letter from Cathie Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**

# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). 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.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

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, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Breakfast Club Assistant at The Woodside Academy**

We are seeking to appoint an excellent **Breakfast club assistant** to help us in running a professional and caring service for our children. We are looking enthusiastic and creative individuals to join our thriving extended school’s provision. We are looking in particular for individuals who can enhance our provision and who are committed to making the school experience engaging, enjoyable and meaningful for primary age children.

Under the guidance of the Extended Services Lead you will be working closely with the children, ensuring their safety at all times, engaging with them in aspects of play and conversation, setting up activities for children to take part in, meet and greet parents and provide them with feedback on their child’s time at the club.

The position will be for 5 hours per week Monday to Friday, term time only.

**In particular, successful candidates should have**:

· Experience of working with young children

· Basic understanding of child development and learning

· Enthusiasm and dedication to caring and supporting pupil activities

**You should be:**

· A responsible and reliable person

· Confident in dealing with young people, maintaining discipline and motivation

· Able to relate well to pupils and adults

**What can we offer you?**

· An active school community with supportive parents;

· An award winning learning environment;

· Excellent professional development opportunities;

· A supportive working culture that focuses on positive learning behaviour and high expectations for all children;

· The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education.

**Background Information about the School**

At Woodside we have worked hard to develop an atmosphere of trust, happiness and achievement, to ensure that every child feels cared for and supported on their educational journey. Ofsted recognised the excellent work in this and graded us as Outstanding in all areas of education (July 2016).

Our dedicated staff team work together to create a stimulating learning environment for our pupils, encouraging them to become active participants in their own unique learning journeys. Our imaginative 'themed classrooms' allow pupils to write, read and investigate in real context environments while fostering creativity and independent learning. These engaging and fun environments ensure that curriculum topics resonate, and that children can build a holistic understanding of the world around them.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Woodside Primary Academy](https://www.woodsideprimaryacademy.com/)

As a member of the REAch2 Trust, a national family of primary academies, Woodside Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Woodside Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form by email to **recruitment@reach2.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

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

For any further information, please email **Jackie Newing - Extended Services Lead** by email **extendedservices@woodside-academy.org**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Monday 15th April 2024 at 12pm (midday) |
| **Interviews:** | To be confirmed |
| **Contract Details:** | Permanent, Part-time, 5 hours per week, 39 weeks per year (Term time only including INSET Days) |
| **Salary:** | Scale 1 Spinal Point 2 £25,854 FTE (£13.81 per hour) |
| **Start date:**  | As soon as possible |

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

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:**          **Breakfast Club Assistant**

**Salary:**

**Responsible to:       Headteacher/Deputy Headteacher**

**Job Purpose**

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

**Responsibilities**

* Prepare the Breakfast 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 Breakfast 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.
* 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.
* 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.

# Person Specification

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| --- | --- | --- |
| **JOB REQUIREMENTS**  | **Essential**  | **Desirable**  |
| **Qualifications and Experience**  |   |   |
| NVQ level 2 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  |   | **\*** |
| **Skills, knowledge and abilities**  |   |   |
| 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.   | **\*** |   |
| 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.  | **\*** |   |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.