



**Breakfast & After  
School Club  
Assistant  
Application Pack**



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# Letter from Catherine 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.

**Catherine Paine**

CEO



# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

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

<b>Post:</b>	Breakfast and After School Club Assistant
<b>School/Location:</b>	The Robert Fitzroy Academy, Croydon CR0 6JN
<b>Start Date:</b>	September 2024
<b>Salary:</b>	Grade 1 SP 2 – 3 £25854–£26238. This is the FTE salary for someone working all year round. The actual salary for 30 hours per week is approximately £18,779 per annum.
<b>Contract Type:</b>	Permanent, 30 hours per week (10 hours breakfast club and 20 hours after school club) Term time only (to include inset days)

## Who are we?

The Robert Fitzroy Academy is a three-form entry primary school in Croydon situated in the heart of the local community. We are an Ofsted rated 'Good School' with three previous 'Good' inspections since our opening in 2012. Our fundamental belief is that **the whole child is the whole point**.

It is our goal to create a school where children can achieve academically but also flourish as citizens of the world.

## Our Wrap Around Care Provision (POSH)

Our wrap around care provision is extremely popular. We provide an active, healthy and fun start and finish to the school day for our young people whilst helping them develop friendships, confidence and social skills.

We are committed to outstanding quality. If you have the passion, commitment, energy and motivation to make a difference to our young people we would like to hear from you.

## **What are we looking for?**

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 Wrap Around Care Manager 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.

### **In particular, successful applicants should have:**

- At least one years experience of working with children in the primary age range
- Experience of working with children in a friendly, busy environment
- An understanding of children with SEN needs
- Level 3 qualification in play work/childcare or working towards one through a recognised further education course.
- A current food hygiene certificate (desirable)
- Paediatric first aid qualification (desirable)
- Knowledge of child safeguarding procedures

### **You should:**

- Have excellent communication skills
- Have the ability to build effective relationships with students, parents and other staff
- The ability to relate in a firm and friendly way with a wide range of personalities
- The ability to use initiative
- Be willing to undertake direction and guidance
- Have a good understanding of behaviour management strategies
- Be able to work as part of a team

## Working hours

- **Breakfast club** 7:00am – 9:00am
- **After School Club** 2.30 – 6.30pm

**Please mark clearly on your application whether you are applying for one or both roles (Breakfast and/or after school club)**

## Find out more

[Our website](#) is full of information about our school. We also have a very lively social media culture at the school which we would expect you to contribute to if you join us. You can see all our social media in one place on the Latest News tab on our website.



# The application

You are invited to submit an application form to **Debbie Tapson, Office Coordinator** via [MyNewTerm](#)

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](#) separately.

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

To arrange an informal discussion please contact **Debbie Tapson, Office Coordinator** via school office by calling 020 8662 9700

## The application process and timetable

<b>Application deadline:</b>	Monday 8 <sup>th</sup> July at Midday
<b>School visits:</b>	By appointment only
<b>Interviews:</b>	To be confirmed
<b>Contract details:</b>	Permanent, 30 hours per week, Term time only (to include inset days)
<b>Salary:</b>	Grade 1 SP 2 – 3 £25854-£26238. This is the FTE salary for someone working all year round. The actual salary for 30 hours per week is approximately £18779 per annum.
<b>Start date:</b>	September 2024

The 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](#).

## Job Description

**Post:** Breakfast & After School Club Assistant

**Responsible to:** Wrap around Care Manager

### Job Purpose

As a Breakfast Club and After School Club Assistant you will be responsible for providing a stimulating and caring atmosphere through the extended services provision to enable children to develop to their full potential.

### Main purpose of the role:

To assist the Extended Schools Coordinator in supervising children during breakfast club and after school club.

Providing appropriate activities, encouraging co-operation, securing their safety, monitoring well-being and ensuring good behavior.

### Main Responsibilities

- Recognises how the quality of the academies provision has an impact on learning and on pupils' attitude to school
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Help 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 and readiness for class; 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.
- Support for children's care and welfare on a daily basis in-line with their individual needs, this may include intimate care for children not toilet trained or unable to use the toilet independently.
- Take pride in providing enjoyable childcare and activities for pupils.
- Build up warm and positive relationships with pupils.
- Consider the needs of pupils.
- Go out of your way to be helpful towards pupils.

- Anticipate pupils' needs and makes suggestions to support them.
- Speak clearly and listens carefully to pupils, using questions to check understanding.
- Be tactful when talking to pupils, parents and colleagues.
- Acknowledge all colleagues in a friendly and helpful way.
- Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledge the needs of different people e.g. help new starters to settle in the school.
- Speak clearly to colleagues and listens carefully to colleagues, using questions to check understanding.
- Be 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 child protection, health, 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's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own Health & 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.

### **Green Statement**

- Seek opportunities for contributing to sustainable development of the borough, in accordance with REAch2's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### **Data Protection**

- To be aware of REAch2's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

## **Confidentiality**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities**

- REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## **Customer Care**

- Ability to demonstrate a commitment to REAch2's Customer Care Policy.

## **Health and Safety**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users 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.

## **To contribute as an effective and collaborative member of the school team**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

## Person Specification

The person specification is a picture of the skills; knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the shortlisting and interview process for the post. If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please say this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Qualifications	Essential	Desirable	Evidence
Minimum of NVQ Level 2 qualification in playwork or childcare, or be studying towards relevant qualification		✓	A, I
First aid qualification (or willingness to train)		✓	A, I
<b>Knowledge and Experience</b>			
Experience of work/play with children of primary age	✓		A,I, R
An understanding of the play work principles	✓		A, I
An understanding of the importance of creating play environments which are child led	✓		A, I
A commitment to safeguarding and promoting the welfare of all our children	✓		A, I
An understanding of the importance of behaviour management strategies	✓		A, I
Commitment to and understanding of Equal Opportunities	✓		A, I
Have a knowledge of policies and procedures relating to child protection , health & safety, equal opportunities and confidentiality	✓		A, I
Basic food hygiene certificate		✓	A, I
An understanding and appreciation of the differing needs and abilities of primary age children	✓		A, I
<b>Skills &amp; personal qualities</b>			
Possess good interpersonal & communication skills and the ability to work effectively as a team member	✓		A, I
Ability to develop effective professional relationships	✓		I, R

Ability to use initiative	✓		A, I
Fun approach to inspiring children's play	✓		A, I
Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting on bullying	✓		A, I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A, I
Ability to maintain confidentiality at all times	✓		A, I
Work constructively as a team	✓		A, I
Ability to promote school when talking to visitors, colleagues and members of the community	✓		I
<b>Special Requirements</b>			
Excellent time keeping and attendance is essential	✓		A, R
Enhanced Disclosure and Barring Service (DBS) Clearance (post exempt from the Rehabilitation of Offenders Act 1974)	✓		DBS