



# RUSH COMMON PRIMARY SCHOOL

Abingdon Learning Trust

BASC PLAYWORKER RECRUITMENT PACK

12 / 11 / 24

## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



## JOB DETAILS

**POST OF:**

**AT:**

**SUMMARY OF ROLE:**

**COMMENCEMENT:**

**CONTRACT TYPE:**

**SALARY:**

Playworker

BASC - Rush Common Primary School

BASC Playworker

6<sup>th</sup> January 2025

Permanent

Grade 5/6

# Letter from the CHAIR OF LOCAL GOVERNORS

**On behalf of the Local Academy Board, I would like to thank you for applying to work at Rush Common School.**

The board of governors at Rush Common are enormously proud to be part of what we believe is an amazing school which has gone from strength to strength under the leadership of the current Head, Kristen Fawcett and his leadership team.

If you join the school, you will be part of a committed, hardworking, and outstanding team who always put the children and their success at the heart of everything they do. You will find a shared sense of purpose and community amongst your colleagues who work together to support the children of Rush Common on their journey to be confident and accomplished learners as well as well-rounded individuals. These aspirations are demonstrated in our excellent results which are consistently well above national average as well as through the excellent behaviour seen around the school and in the kindness that the children show each other.

As governors we are a mixed group, comprising parents, members of the local community, employers, and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a pupil. We believe that our support, and the challenge we provide, are part of what makes Rush Common a great school.

We hope you will be inspired to work here and will want to join us in our ambition to improve what we do on a daily basis. You will be well supported with opportunities provided to facilitate your professional development both within and outside the school. We look forward to your application.

Surja Datta  
Chair of Governors



# Introduction to RUSH COMMON SCHOOL

**Rush Common School is a welcoming and popular two-form entry Primary School with a capacity of 448 pupils aged between 2 and 11. The school is split into four stages: Preschool, Reception, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3, 4, 5 and 6). Rush Common School converted to an Academy in March 2012 and is part of Abingdon Learning Trust. The school was awarded a Good Ofsted Grading in November 2021.**

At Rush Common School, we aspire for our pupils to achieve high academic standards, whilst also developing a wide range of learning and thinking characteristics that prepare them well for their future lives. We aim for pupils to grow into effective communicators, critical thinkers, knowledgeable pupils, creative, confident learners and self-aware and empathetic people. To achieve this, our talented and enthusiastic staff provide a broad ranging, balanced and enriching curriculum.

Every pupil's personal development is highly-valued and we are ambitious for our pupils as they build on individual strengths, whether academic, musical, sporting or artistic. We challenge all of our pupils to be the best that they can be, and provide tailored, targeted support for pupils when required.

Our pupils have a real love of learning and a fantastic attitude towards school and their education. They are happy, active and resilient children, who demonstrate exemplary behaviour. Their ability to articulate their views and opinions and describe their learning is highly impressive and they are very proud of everything they achieve across the curriculum.

We have a wide range of pupil leadership opportunities across the school; this includes Head boy and girl, House Captains, School Parliament, Digital leaders and Play Leaders. As pupils take on and develop these roles we find it grows confidence, allows children to develop a greater sense of responsibility and cultivates an understanding that pupils have a voice in our school.

We are proud of our curriculum enrichment activities and pupils are excited by the opportunities we offer. We teach Mandarin Chinese across the whole school and have found that pupils engage brilliantly with this challenging language. Pupils also participate in forest school and outdoor learning, choir, orchestra, numerous sports teams, history wow days and musical productions to name but a few. We believe these additional opportunities inspire and motivate pupils even further to follow their passions and dreams.



# Job Description

## JOB PURPOSE

To support the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

## MAIN DUTIES:

- To plan and provide care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To ensure children's safe handover to parents/carers at the end of the day.
- To ensure that food and drink is provided that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To work as part of the whole BASC team and liaise with relevant school staff.
- To provide evidence and information for the school's self-evaluation process.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in playwork and other relevant training and development activities.
- To establish constructive relationships and communicate with parents/carers, other professionals.
- To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Before and After School Club Manager.

## KNOWLEDGE SKILLS AND EXPERIENCE

- Level 2 or 3 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting) or equivalent or previous experience
- Knowledge and understanding of the Early Years Foundation Stage and requirements of the Ofsted Childcare Register.
- Knowledge of Playwork Principles
- Current appropriate first aid certificate or willing to achieve this
- Food safety/hygiene qualification at Level 2 or above an advantage
- Training in safeguarding children
- Experience in a childcare setting, providing high quality play opportunities that meet children's developmental needs



## SAFEGUARDING

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with Rush Common School's Safeguarding Children Policy
- Display commitment to the protection and safeguarding of children and young people
- Enhanced DBS disclosure (with Barred List)
- A strong appreciation of child protection issues and the capacity of acting in accordance with Rush Common School's Safeguarding of Children policy
- Reading, understanding and following all aspects of the Rush Common School's Safeguarding Children policies, including informing the Designated Safeguarding Lead (DSL) or Deputy DSL promptly of any concerns
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Rush Common School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values



## Person Specification

	Essential Criteria - <i>candidates will only be shortlisted if they meet all these criteria</i>	Desirable Criteria
Qualifications		Working towards, or commitment to gain, an NNEB/NVQ Level 2 or 3 in Playwork/Childcare, or equivalent  GCSE 'C' or above in Maths & English
Knowledge and Experience	Some relevant childcare experience Awareness of good childcare practice Basic child development	Previous experience of working within an school/club/early years setting Awareness of current legislation and guidance Key operational policies and procedures e.g. health & safety, child protection, behaviour Management and administering of medication Health & Safety, First Aid
Skills and Abilities	Good degree of empathy when dealing with children  Good verbal communicator Good customer service Good organisational skills Suitable to work with children	Good written communicator  Able to plan and provide age appropriate activities Able to observe and assess children's learning & development
Disposition	Warm, friendly and responsive Honest, trustworthy and reliable Flexible approach Team player	Reflective Creative Commitment to Continuous Improvement







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



## Terms of APPOINTMENT

**The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.**

**The appointment is for a BASC Playworker Position and is permanent.**

Rush Common School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act. Our policy on the employment of ex-offenders can be found [here](#)

A copy of the school's Safeguarding and Child Protection Policy is here:  
<https://www.rushcommonschool.org/assets/Documents/Attachments/Rush-Common-School-SG-POLICY-2024-2025.pdf>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## How to APPLY

The application window opens on Tuesday 12<sup>th</sup> November, with applications to be received by 12 noon on 3<sup>rd</sup> December.

Applications should be submitted online through our recruitment portal.

<https://www.rushcommonschool.org/our-school/vacancies/>

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Interviews will likely take place the week beginning the 9<sup>th</sup> December.

Please do contact Sue Bennett (BASC Manager) by email/phone [BASC@rushcommon.school](mailto:BASC@rushcommon.school)/ 01235 533583 for an informal discussion about the role.

For further details of our recruitment process, please visit [our website](#).

**We look forward to receiving your application.**

