

**Thackley Primary School**

Recruitment Information Pack

**Rainbow Club Play Worker**

to start as soon as possible



**Timeline**

**Closing date for applications:** Monday 3rd October 2022 at Midday

**High Standards in Everything We Do ✶ Skills for life ✶ Happy Memories**

**Contents**

|  |  |
| --- | --- |
| Welcome letter | Page 3 |
| Thackley’s Vision | Page 4 |
| Job Advert | Page 5 |
| Job Description | Page 6 |
| Personnel Specification | Page 10 |
| Safeguarding Statement | Page 11 |
| Selection Process Guidance | Page 12 |

TA

Dear Candidate,

Thank you for your interest in the position of Rainbow Club Play Worker at our school. We are looking to recruit an outstanding play worker with relevant experience.

Thackley Primary is a two form entry, successful school, with a large nursery, situated on the Leeds/Bradford border. We are a happy, friendly, lively school and have a wonderful staff team who are committed to providing the best education for our children.

In our latest Ofsted inspection (2019) we were graded as a ‘Good School’. They observed that we are ‘focused on creating a warm and welcoming place for pupils to learn’ and they recognised our ‘ethos of creating happy memories’. Everybody at Thackley makes a difference! We are fully committed to providing support, training and opportunities for career progression to all our staff and value the contribution that each and every one makes to the improvement and development of our school.

Rainbow Club is the name of our extended day provision. The club opens every morning and provides breakfast for the attending children, after school and provides a tea time snack, and full day provision during the school holidays. Rainbow Club takes place in our brand new custom built building within the school grounds.

We look forward to hearing from you.



Mrs Annette Patterson

Headteacher

**Our Vision**

A school is an exciting place to be and every school provides a unique experience. At Thackley Primary School, we want to provide the best possible experience for our children and for everybody who walks through our door. We have many aims within school but at the heart of everything, we hold close three key aims as our vision for our pupils.  
  
These are:  
  
***High Standards in everything we do***  
***Skills for Life***  
***Happy Memories***  
  
We believe in **high standards** for all members of our school community. Our expectations apply to academic and sporting achievements, manners, behaviour, attitudes and in everything we do.

**Skills for life** are developed through communication and even at an early age children will be taught simple business and enterprise skills to support them in later life. Many of the jobs our children will do when they leave school have not even been invented yet, so it is our role to support them in acquiring a variety of life skills including the ability to make friends with others and to work alongside a variety of people in school and in the work place.

Above all we want our children to leave Thackley with **happy memories**. If children are happy and enjoy school, they learn at a far faster pace and enjoy contributing to their own development and success. We strive to make every child's years at primary school happy.  We enhance our curriculum with exciting trips, residentials and experiences which our children will remember forever.

****

**Thackley Primary School**

**Rainbow Club Play Worker**

**Vacancy Details:** Rainbow Club Play worker

**Hours:** hours by arrangement with suitable candidate - between 7.30-8.30am and 3.00-6.00pm term time. 7.30-5.00pm during school holidays

**Salary:** Band 4 SCP 4

**Start date:** ASAP

**Closing date for applications:** Monday 3rd October 2022 at Midday

**Interviews:** Interviews will be held in school

**The role:** Tosupport children at our Rainbow club in play activities.

**Session times (depending on the requirements of the school):**

Rainbow Holiday Club:Hours between 7:30am – 5pm

Rainbow Before and After School Club: 7:30am – 8:30am and 3pm – 6pm

**We are looking for a candidate who has:**

* Experience (paid or voluntary) of working with children or young people from a variety of backgrounds, including disabled children and children from disadvantaged minority groups, in a play/childcare setting.
* Relevant childcare qualifications will be an advantage
* Experience of working in a team situation.
* A calm, patient and caring nature
* A flexible approach and the ability to use their initiative
* The ability to work successfully as part of a team
* Good communication skills
* A sense of humour

**Visits to the school are welcome. Please contact the School Office on 01274 414437 or** [**admin@thackleyschool.com**](mailto:admin@thackleyschool.com) **to arrange.**

**Closing date for applications:** Monday 3rd October 2022 at Midday

**Candidates should apply online for this post via Prospects Online. If you are registered, please follow the ‘apply now’ process. If you are not registered, then please register now and follow the apply now process.**

*At Thackley Primary School we are committed to safeguarding and promoting the welfare of children. All posts are subject to an enhanced DBS check. Proof of eligibility to work in the UK will be required. Please note: CVs are not accepted for this post*

**Job Description**

|  |  |
| --- | --- |
| Post Title | Rainbow Club Play Worker |
| School | Thackley Primary School |
| Pay grade | Band 4 SCP 4 |

**Generic Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Thackley Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Thackley Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Prime Objectives of the Post:**

To complement, appreciate and support the role of teachers and support staff in providing safe and effective high quality play for children and young people.

Working in partnership with parents, carers, teaching staff and other professionals; improve access and develop opportunities for children to play whilst promoting their wellbeing.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**Knowledge and Skills:**

***(See Personnel Specification)***

**Effort Demands:**

* Contribute to the delivery and supervision of a quality play provision within the school whilst ensuring all activities are carried out in a safe, creative and appropriate play environment.
* Acting as a role model, will establish productive and constructive working relationships with pupils, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to play, learn and develop.
* Will develop and maintain good relationships and communications with parents; encouraging parental involvement where appropriate.
* Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
* Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
* Will contribute to the overall ethos/work/aims of the school.
* Will appreciate and support the role of other professionals.
* Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

**Responsibilities:**

* Under the supervision of the Rainbow Club Manager; undertake structured and agreed play activities as appropriate to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
* Will supervise and support pupils consistently at all times; recognising and responding to individual and group play needs, identify new play needs and ensure health and safety at all times in the play environment.
* Will prepare, co-ordinate, promote and provide a wide range of inclusive, creative and enjoyable play opportunities for pupils which is responsive to their play needs; giving pupils the freedom to spend their leisure time in their own way whilst encouraging fair and caring behaviour.
* Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
* Attend to the pupils’ personal needs including the safety and well being of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
* Promote self-esteem; ensuring inclusion, acceptance and integration for all as well as encouraging pupils to act independently as appropriate, interact and work co-operatively with others and engage in activities; including those with specific and special needs and those from different cultures and/or with a different first language.
* Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the play leader in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
* If appropriate, will ensure food provision is carried out within the guidelines of the Food Safety Act 1990; making sure all food served is balanced and healthy in accordance with School Food Standards
* If appropriate, prepare light meals (breakfast, snacks, refreshments etc.) which may include the use of kitchen appliances in accordance with Food Hygiene and ensuring individual pupil dietary requirements are met.
* If appropriate, prepare the eating area, supervise children in the eating area (seating, serving, eating, clearing plates etc.) and maintain/clear the eating area throughout (cleaning up of any spillages, wiping surfaces, washing up etc.).
* Collect and safely supervise children to and from the teaching/play area and, if appropriate, ensuring the child is collected by a recognised parent/carer/family member.
* May have responsibility for small sums of cash.
* Will participate in own performance development, identify and address any training needs/other learning activities.
* Will participate in out of working hours activities such as school fairs and party’s.
* Will assist in the supervision of students on work experience, trainees and voluntary helpers.

**enviroNmental demands/Working Conditions:**

* Will have long periods of sitting or standing.
* Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
* Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
* This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
* Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

**Intermediate Threshold Level**

The post holder should demonstrate:

* They can express themselves fluently and spontaneously with minimal effort and,
* Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

|  |  |
| --- | --- |
|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Experience (paid or voluntary) of working with children or young people from a variety of backgrounds, including disabled children and children from disadvantaged minority groups, in a play/childcare setting. (E) * Experience of working in a team situation. (E) * Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E) |
| **Qualifications/**  **Training:** | * GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E) * Qualifications relating to the post e.g. Health, Childcare, Food Hygiene, first aid qualification. (D) * Willingness to participate in development and training opportunities including a Food Hygiene, Child Protection etc (E) |
| **Knowledge/ Skills:** | * Will have an outline understanding of relevant legislation. (D) * Knowledge of basic Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention. (E) * Will be a First Aider (training provided) (E) * Good communication skills. (E) * Good numeracy/literacy skills. (E) * An understanding of the needs of a multicultural society. (E) * An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E) * Knowledge of childcare. (E) * Awareness of child development. (E) * Knowledge and commitment to schools Equality policy. (D)      * Ability to relate well to pupils and adults. (E) * Ability to work constructively as part of a team. (E) * Ability to remain calm under pressure. (E) * Demonstrate a commitment to working with children of the relevant age. (E) * Demonstrate good co-operative, interpersonal and effective listening skills. (E) * Maintain confidentiality in matters relating to the school, its pupils, parents or carers. (E) * Ability to perform all duties and tasks with reasonable adjustments where necessary. (E) * Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (E) * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E) |

**Personnel Specification**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/**  **Training:** | * GCSE English and Maths at Grade C or above or equivalent * Will be a first aider in school (training provided by school) * Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. Team Teach, Moving & Handling, Special Educational Needs. | * Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare, first aid qualification. * Attendance at relevant CPD * Relevant safeguarding training |
| **Experience:** | * Experience of working in a team situation. * Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. | * Experience of working with pupils with additional educational needs and more able special educational needs. * Other relevant training or experience |
| **Knowledge/ Skills:** | * Problem solving skills. * Will have knowledge of some of the policies covering their service area * Good communication skills. * Exercising advisory, guiding, negotiating and persuasive skills at a developed level. * Good numeracy/literacy skills. * Basic ICT skills. * An understanding of the needs of a multicultural society. * An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. * Awareness of child development. * Ability to relate well to pupils and adults. * Ability to work constructively as part of a team. * Ability to remain calm under pressure. * Demonstrate a commitment to working with children of the relevant age. * Demonstrate good co-operative, interpersonal and effective listening skills. * Maintain confidentiality in matters relating to the school, its pupils, parents or carers. * Ability to perform all duties and tasks with reasonable adjustments where necessary. * Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. | * Will possess knowledge of the School’s relevant procedures or practices * Will have an outline understanding of relevant legislation. * Knowledge and commitment to schools Equality policy. * Experience of using ICT effectively * Ability to use relevant equipment/resources. * Ability to self-evaluate learning needs and actively seek new learning opportunities. |

**Safeguarding Statement**

The school pays full regard to current DfE guidance Keeping Children Safe in Education. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and contractors’ staff.

In line with statutory duties, the following will apply:

• We will maintain an up to date single central record detailing the range of checks carried out on our staff and volunteers

• We obtain a DBS Enhanced Disclosure for all new appointments to the school workforce

• We seek confirmation from applicable staff that they are not disqualified from childcare under the Childcare (Disqualification) Regulations 2009. This includes:

- Staff employed in our EYFS

- Staff running our breakfast club & after school provision

- Members of the SLT

• We obtain confirmation of appropriate checks and on–going training for supply staff from their agencies

• Where possible, contractors whose staff have DBS checks are used. Where this is not possible, appropriate measures are taken to supervise these workers. Similarly, occasional visitors to the school who do not have DBS certificates are supervised appropriately.

All staff are provided with a copy of Keeping Children Safe in Education and relevant updates; they are asked to sign that they have read and will follow the guidance given.

****

**Selection Process Guidance**

**Safeguarding**

We are committed to safeguarding our pupils and will assess the candidate’s suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

**Inclusion**

We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

**Visits to the school**

Visits to the school are warmly welcomed by prior arrangement but you will not be disadvantaged if you are unable to visit. Please contact the School Office on 01274 414437 or [admin@thackleyschool.com](mailto:admin@thackleyschool.com) to arrange a mutually convenient appointment.

**Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications should be submitted via the Prospects website.

**Shortlisting**

We assess all applications against the specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the closing date, you have not been successful at this stage.

**References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

**Interview Process**

The interview day will consist of an interview. This is designed to allow you to demonstrate your skills and abilities and share your experiences. You will be asked to bring proof of qualifications and identity on the day.

**Final Selection**

Following the formal interview, we will consider your responses to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will offer brief feedback during this telephone conversation.

**Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing.

Any offer is made subject to:

• Receipt of references satisfactory to us

• Satisfactory DBS checks

• Provision of proof of identity and qualifications

****