

**ROUNDSWELL COMMUNITY PRIMARY  
ACADEMY**



**Roundswell  
Community  
Primary  
Academy**

**Job Application Pack**

**Job Position: Play Worker Lead**

To Start 8<sup>th</sup> May 2023



Roundswell  
Community  
Primary  
Academy

## Contents:

[Welcome](#)

[Advert](#)

[Job Description](#)

[Personal Specification](#)

[Application, Interview & Selection](#)

[Recruitment process](#)



## Welcome:

Thank you for your interest in applying for the post of After School Club Lead Play Worker for Roundswell Community Primary Academy.

Roundswell Community Primary Academy is a brand new school and we opened our doors in September 2020 and the school currently has Nursery to Year 2 pupils.

With an internationally minded curriculum and a vision to deliver outstanding education, the school will introduce children to a world of opportunity. Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Roundswell Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Our team and the number of children on roll is small. This in itself brings challenges and we will all be expected to 'wear many hats' and assume various responsibilities. Therefore, the ability to work as a strong team-player is absolutely essential.

Further information regarding Roundswell Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Emma Stubbs, Business Manager, at [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk).

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role, helping to shape the future of a brand new school and the children within, then we would be delighted to hear from you.



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## Advert:

After School Club Lead Play Worker– Grade D

Permanent, Part Time, 14.6 hours per week, 38 weeks per year

Closing Date: Friday 14<sup>th</sup> April 2023 at 10am

Short listing Date: Friday 14<sup>th</sup> April 2023

Interview Date: Week commencing Monday 17<sup>th</sup> April 2023

Start Date: Monday 8<sup>th</sup> May 2023

Roundswell Community Primary Academy opened in September 2020 with pupils in Nursery (age 3-4 years) and Reception Class and is a partner school of the Tarka Learning Partnership based in North Devon.

We are looking for a Play Worker to Lead our After School Club who:

- Is calm, nurturing and open minded and can improve the outcomes for children;
- Can lead, direct and supervise safe, creative and appropriate play opportunities for children aged 3-11;
- Meet /exceed minimum requirements as set by Ofsted;
- Can develop and maintain good relationships and communications with parents or carers.

If you wish to discuss the post further, please contact Emma Stubbs, our Business Manager: [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk)

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance. An application form and supporting information can be found at [www.roundswellprimary.devon.sch.uk](http://www.roundswellprimary.devon.sch.uk)

## Job Description:

**Job Title:** After School Club Lead Play Worker

**Salary Range:** Grade D - £22,777 rising to £24,496, pro rata for term time hours

**Hours:** 14.6 hours per week, 3pm – 5:55pm 38 weeks per year

**Responsible to:** The Head Teacher

### Job Purpose including main duties and responsibilities

To take day-to-day responsibility for the running of the After School Club including:

- co-ordinating the provision of a caring, safe, secure and stimulating environment at the beginning and end of the school day
- meeting/ exceeding the minimum requirements as set nationally by Ofsted planning a varied menu of appropriate play activities for children between the ages of 4-11
- supervising a staff team in liaison with the Assistant Head Teacher for KS1/FS, including ensuring staff are adequately trained and supported in order to offer the highest quality provision
- working with the Governing Body to ensure policies and procedures are implemented at all times.

### Staff supervision

- Daily supervision of staff team
- To support new staff through induction in liaison with the Deputy Head Teacher, and annual appraisal meetings, in line with academy policies;
- To assess staff learning and development needs on an ongoing basis and inform Assistant Head Teacher of any CPD requirements;
- Leading Team Meetings, planning sessions and cascading information;

### Activity Planning

- To lead, direct or supervise safe, creative and appropriate play opportunities for children aged 4-11 in a After School Club context;
- To lead planning sessions with staff team to ensure a planned approach to club sessions, including allocation of resources, and liaison with parents/carers about themes as necessary;
- To ensure Playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in;
- To liaise with the school to support themes of learning within the after school club

## **Liaison**

- To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
- To encourage parental involvement and support through the development of effective working relationships;
- To ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
- To consult with the children and involve them in the planning of activities;
- To encourage a close liaison with the academy and other related agencies;
- To share good practice with other Playleaders and Playworkers as needed;

## **Supervision and care of children**

- To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff;
- Ensure that all activities are carried out in a safe and responsible manner in accordance with the requirements set by Ofsted, and other guidance, e.g. Health and Safety
- Where food is provided, to ensure that it is balanced and healthy, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act 1990;
- Ensure that risk assessments are completed prior to commencing activities with children.

## **Direct Playwork**

- Ensure that a wide range of creative and enjoyable activities are offered;
- To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock. Liaise with School Business Manager over ordering of resources for the Club from a delegated budget
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

## **Other**

- To promote the aims and objectives of the academy, and use as a guide for daily activities;
- To contribute towards the revision of Academy Policies and Practices, as required by the Governing Body or Head Teacher;
- To ensure that all staff understand and adhere to Academy policies, procedures and standards at all times, including use of the Accident Book and Complaints Log;
- To ensure the Academy offers a high standard of physical and emotional care;
- To ensure good standards of hygiene and cleanliness are maintained at all times;
- To be responsible for the maintenance of Health and Safety standards appropriate for the needs of the children and staff within the Academy;
- To oversee the preparation and maintenance of resources, eg. materials, equipment;

- To ensure the Academy is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To ensure confidentiality of information received;
- To promote the Academy within the local community;
- To undertake continuous professional development, including short courses and qualifications relevant to playwork;
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

*This job description will be reviewed annually to reflect the plans, growth and development of the School.*

## Person Specification:

	Essential	Desirable
<b>Qualifications and Experience</b>		
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>English and Maths GCSE's Grade 4 / Grade C or above</li> <li>Relevant Level 3 qualification or above or experience in similar role</li> <li>Willingness to participate in other/and or further development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Recent training relevant to the role</li> <li>First Aid certificate</li> <li>Food Hygiene certificate</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Worked or volunteered in an EYFS setting</li> <li>The ability to take an active part within a team to plan and participate in appropriate activities.</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the care, learning and development of young children</li> <li>Ability to lead staff</li> </ul>
<b>Professional Knowledge</b>		
	<ul style="list-style-type: none"> <li>Understand how children develop and learn</li> <li>Have a clear understanding of the importance of safeguarding and keeping children safe</li> <li>Have confidence and strategies to promote positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the curriculum, both early years and primary.</li> <li>Knowledge of relevant health and safety.</li> </ul>
<b>Professional Skills and Attributes</b>		
	<ul style="list-style-type: none"> <li>Ability to work flexibly as part of a team appreciating and supporting the role of others in the team</li> <li>Be able to promote the ethos and vision of the school</li> <li>Have commitment to professional growth and development</li> <li>Be able to use initiative</li> <li>Build and maintain positive</li> </ul>	



	<p>and nurturing relationships with children</p> <ul style="list-style-type: none"> <li>• Use IT confidently</li> <li>• Able to communicate confidently and effectively with both adults and children</li> <li>• Have a commitment to inclusion and equal opportunities</li> <li>• Have a commitment to and experience of safeguarding children</li> </ul>	
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Roundswell Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

## Application, Interview & Selection

For an informal discussion about the post or for more information regarding Roundswell Community Primary Academy, please contact Emma Stubbs, Business Manager at [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk).

You will be selected for interview entirely on the contents of your application for, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

**Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.**

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk)

The closing date for this application is Friday 14<sup>th</sup> April 2023 at 10am

## Recruitment Process:

Short-listed candidates will be invited to attend an interview which will be held week commencing 17<sup>th</sup> April. Date and time to be confirmed.

All candidates must bring with them or email before the day the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that, if successful, originals of the above will be asked for.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.