

ROUNDSWELL COMMUNITY PRIMARY ACADEMY



Roundswell
Community
Primary
Academy

Job Application Pack

Job Position: After School Club Lead

Thursday 4th September 2025



Roundswell
Community
Primary
Academy

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Welcome:

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

Roundswell Community Primary Academy is a growing new school and we opened our doors in September 2020.

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 Harbour Schools Partnership.

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 Williams, Business Manager, at emma.williams@thsp.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, then we would be delighted to hear from you.



Roundswell
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Advert:

After School Club Lead Play Worker– Grade D

Permanent, Part Time, 11.25 hours per week, 38 weeks per year

Closing Date: Friday 6th June 2025 at 12pm

Short listing Date: Friday 6th June 2025

Interview Date: Week commencing Monday 17th June 2025

Start Date: Thursday 4th September 2025

Roundswell Community Primary Academy opened in September 2020

We are looking for an After School Club Leader 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 Williams, our Business Manager: emma.williams@thsp.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

Job Description:

Job Title: After School Club Lead Play Worker

Salary Range: Grade D - £25,992 rising to £27,711, pro rata for term time hours

Hours: 11.25 hours per week, 3.15pm – 5:30pm 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
- 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 Head Teacher
- To assess staff learning and development needs on an ongoing basis and inform Assistant Head Teacher of any CPD requirements;

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 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 staff 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. Liaise with the Head Teacher 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.

Person Specification:

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

	<p>with children</p> <ul style="list-style-type: none"> • Use IT confidently • Able to communicate confidently and effectively with both adults and children • Have a commitment to inclusion and equal opportunities • Have a commitment to and experience of safeguarding children 	
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Roundswell Community Primary Academy is 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 Williams, Business Manager at emma.williams@thsp.org.uk.

You will be selected for interview entirely on the contents of your application, 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.williams@thsp.org.uk

The closing date for this application is Friday 6th June 2025 at 12pm

Recruitment Process:

Short-listed candidates will be invited to attend an interview which will be held week commencing 17th June 2025. 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.