



West Jesmond Primary School Candidate Information Pack

A Message from the Headteacher

Thank you for your interest in working at our school and in becoming a part of our West Jesmond Family.

We are looking for enthusiastic and talented **Out Of School Club Assistant**.

West Jesmond is a large, successful and happy school in the heart of a vibrant and diverse community. We have over 620 friendly and engaged children with a thirst for learning and a very talented, committed and supportive staff. We are all proud of our inclusive, welcoming school and the strong relations we build with our families.

We want to ensure that **'every child feels clever every day'**. We offer an education that embraces and values children from all backgrounds and that draws on the strengths and experiences of all of our families and is underpinned by our **4Cs, Curiosity, Confidence, Creativity and Community**.

Alongside high standards across the curriculum, we offer many varied and enriched opportunities and experiences in and out of the classroom.

We are constantly striving to improve in all we do and work hard to create an innovative, reflective and dynamic environment in which we all learn and grow together. We have a strong record of developing all of our staff team and can offer you the chance to take the next step in your career in a school built on collaboration, creativity, innovation and mutual support.

To find out more about our school please look on twitter [_@West_Jes_School](#) and the school website www.westjesmondprimary.org.uk.

We look forward to hearing from you.

Matt Ward



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Out of School Club Assistant

Part time- term time hours

N2: £20,441 pro rata: Actual Salary (depending on hours)

BREAKFAST AND/OR AFTER SCHOOL CLUB ASSISTANT

Required From September 2023

Exciting Opportunity With Flexible Hours To Suit You!

The children of our happy and successful school are looking for enthusiastic, friendly and creative staff to join our brilliant Out of School Club. West Jesmond is a welcoming school offering a positive, supportive and stimulating work environment.

We can offer a number of options for working times to suit you!

These include:

Mornings only: 7.45am – 9am (6.25 hours a week) Term time only

Afternoons only: (Mon 2pm - 6pm Tues – Fri 3pm - 6pm). (16 hours per week) Term time only

Mornings and afternoons 22.5 hours a week (Term time only)

We also have options for part week working.

The role of Out of School Club Assistant is to assist in the supervision and welfare of children who attend the club. This involves encouraging creative and active play, supporting children in their development and assisting with the organisation, setting out and clearing away of resources to create a purposeful and attractive learning environment and supporting the After School Club Leader.

Please phone us and ask to speak to our Club Leader Jacqui Nicholson to find out more!



The application process will involve an observation/task and an interview.

Applications should be accompanied by a covering letter and should be returned to school via email, post or hand delivered and addressed to Matt Ward (Headteacher).

Closing date: 12 noon on Wednesday 23rd June 2023

Interviews: Week Beginning Monday 26th June 2023



THIS IS A CATEGORY "E" POST:

Please note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage; even if you indicate otherwise.

This school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.



Out of School Club Assistant Job Description

Job Description: West Jesmond Breakfast Club/ After School Club Assistant: Grade: N2

Main Duties:

RESPONSIBLE TO: Breakfast Club/After School Club Leader/Head Teacher

JOB PURPOSE: To assist in the supervision and welfare of children who attend the Breakfast Club / After School Club in accordance with school policies / procedures.

MAIN DUTIES: The following list is typical of the level of duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- ❖ Assist with the organisation, maintenance, setting out and clearing away of resources to create a purposeful and attractive learning environment.
- ❖ Assist with any administrative tasks such as attendance registers, collection of fees, etc.
- ❖ Undertake creative play activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
- ❖ Assist in the preparation of health snacks for the pupils.
- ❖ Respond to the practical needs of children where there is an identified special educational need.
- ❖ Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- ❖ Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- ❖ To promote and implement the school's Equality Policy in all aspects of employment and service delivery.

- ❖ The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with.



Out of School Club Assistant Person Specification

Person Specification – Out of School Club Assistant

Part A: Application Stage The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of establishing positive relationships with children.
2	Able to work effectively as part of a team
3	A good standard of personal literacy and communication skills

Desirable

4	Experience of working with or caring for children in an education, sporting or play based setting.
5	Experience of administrative duties in a school or office environment
6	First Aid Training

Part C Additional Requirements

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

The following methods of assessment will be used:

Method	
Interview	Yes
Task related to the role	Yes

Part B: Assessment Stage :Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

1	A good standard of personal numeracy skills
2	Able to use technology to support the running of the club
3	Able to use language and other communication skills that children can understand and relate to
4	Able to empathise with the needs of children
5	Able to supervise groups of pupils
6	A creative approach to developing play opportunities
7	Able to work within and apply all relevant school policies and schemes of work
8	Able to work effectively as part of a team
9	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> 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 and a positive attitude in working to meet the needs of all children
10	Committed to achieving further professional development
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.



About our school

West Jesmond is a truly unique school with a long history of successfully providing the highest quality education in Jesmond since 1901. In that time there have been many changes to education and indeed our wonderful school building but throughout the past 111 years we have always prided ourselves in making our children feel special and nurtured their talents in all areas of the curriculum.

We are passionate that we create a truly outstanding school built on secure foundations of excellent teaching, a daring, memorable, creative curriculum and consistently high academic attainment and progress for all learners.

It's our vision that the children of West Jesmond leave us in Year 6 as happy, successful, articulate, aspirational and empathetic young people, eager for the next stage of learning in their lives and respectful towards the exciting differences of cultures in modern British society.

In our school we foster a whole family atmosphere where children feel confident to express their individuality, their talents and know that success in any aspect of their lives will be rewarded and celebrated. We currently have children from 27 countries around the world and have children fluent in up to 21 languages – something very few primary schools can boast about. This adds to our unique nature where children work, play and learn together harmoniously.

Together we will make West Jesmond Primary an exciting place for your children in which to learn, grow and flourish in the centre of our vibrant Jesmond community and also as a beacon of excellence across our great city.

