

HAWES SIDE ACADEMY



# Out of School Club Assistant

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# About the Job

## Job Outline

<b>Location</b>	<b>Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN</b>
<b>Title of Post</b>	Out of School Club Assistant
<b>Grade</b>	A/B 3 £18,562 pro rata
<b>Hours</b>	Casual up to 20 hours per week
<b>Required from</b>	As soon as possible

## Purpose of the Job

To assist with the delivery of out of school activities to pupils (before and after school), ensuring the security and safety, welfare and good conduct of pupils during these times.

## Main Duties

- Assist with the delivery of activities to meet the educational and recreational needs of the pupils
- Set up and ensure that all equipment used is clean and safe
- Supervise pupils at all times, including physical activities (in the playground or fields), such that they are safe and well under direct instruction of senior staff
- Ensure pupils get to class on time
- Liaise with parents / carers to ensure the pupils' individual needs are met
- Report any incidents to senior staff.
- Communicate with pupils to encourage participation in activities, support learning, development and healthy eating;
- Works to set procedures, responding to individual pupil questions or needs on a day-by-day basis
- Maintain confidentiality and adhere to safeguarding procedures

# Person Specification

The Governors wish to appoint a candidate who has the experience and knowledge described in the specification.

The successful applicant should have:

- Knowledge, skills and/or qualifications in play work/childcare provision according to national requirements by the type of setting.
- Knowledge of procedures for delivering before and after school activities for pupils
- Experience of delivering physical activities inside and outside the classroom.
- Basic Numeracy and Literacy skills

# Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and Medical clearance procedures
- The successful candidate will be eligible to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- The Academy operates a no-smoking on site policy
- New entrants to the academy are subject to a six-month probationary period
- It is a condition of employment that any 'leave' required must be taken during a school holidays.

**Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.**

**The Academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.**

# How to Apply

Please contact the academy on 01253 402541 for further details. Further details and application forms are also available from the academy website [www.hawes-side.co.uk](http://www.hawes-side.co.uk).

Please return your letter of interest together with your completed application form to: Mrs C Boothroyd, Principal. Hawes Side Academy, Johnsville Avenue, Blackpool, Lancashire, FY4 3LN or by email to [admin@hawes-side.co.uk](mailto:admin@hawes-side.co.uk) marked for the attention of Mrs C Boothroyd.

**Closing date: Monday 28th September 2020 (12 noon)**

**Shortlisting: Tuesday 29th September 2020**

**Interviews: Thursday 1<sup>st</sup> October 2020**