

CANDIDATE INFORMATION

# Higher Level Teaching Assistant/OPAL Coordinator and After School Club Manager

Independent Day School for over 1100 students  
Co-educated Junior School (3-11),  
Boys' School (11-16), Girls' School (11-16),  
Co-educated Sixth Form (16-18)



DAME ALLAN'S SCHOOLS  
building the future

# Higher Level Teaching Assistant/OPAL Coordinator and After School Club Manager

We are looking to appoint a creative, energetic and enthusiastic person to join our vibrant Junior School and Nursery. Our children enjoy an action packed, broad and child centred curriculum that stimulates their young minds and ignites a love of learning. Our purpose built junior school is an outstanding, creative learning environment with superb facilities both indoor and outside.

The selected individual will lead our team of lunchtime supervisory staff and manage our After School Club as well as support teachers and pupils in learning activities during the afternoon, including short term cover of classes. Please see the terms and conditions at the end of this document for the various roles.

You will need a minimum Level 3 qualification as well as experience of working with pupils in the primary phase. You will also need to demonstrate that you meet the HLTA professional standards. The post holder will deal with a wide variety of people so you must be an effective communicator and have strong interpersonal skills.

The ability to multitask and prioritise in a busy environment using your initiative are key attributes for this role along with the importance of confidentiality and safeguarding.



## Job Description

### **To lead on operational delivery of OPAL (10:45am - 1:00pm)**

This role is vital in ensuring the smooth, safe and effective delivery of OPAL each day and to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

#### **Duties and Responsibilities:**

- To work with and report to the curricular lead for play;
- To lead and support the play team at lunchtimes, including deployment within indoor and outdoor zones;
- To lead on the effective delivery of the school's OPAL action plan;
- To manage the provision and maintenance of loose parts and play resources;
- To support the curricular lead for play with communication on play to the whole school community;
- To support continued development of the play environment;
- To support the process of effective risk management in play;
- To support the continued development of effective playwork practice within the play team.

### **HLTA (1:05 pm - 3:20 pm)**

To work under the guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

#### **Duties and Responsibilities:**

- To work under the direction of the SENDCo;
- Develop an understanding of the specific needs of pupils to be supported;
- To establish a constructive relationship with pupils and interact with them according to individual needs;

- Support pupils to learn as effectively as possible;
- Meet physical needs as required whilst promoting independence;
- To provide support to children with mathematics, reading and writing on an individual, class or small group basis;
- To give extra help to children with special needs or those for whom English is not their first language;
- To follow agreed learning activities and teaching programmes;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- To motivate and encourage pupils;
- To assist with marking and correcting work;
- To prepare materials required for lessons;
- To observe and assess pupils and accurately record achievement as directed;
- Participate in the evaluation of the support programme;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To promote the inclusion and acceptance of all children;
- To produce exciting displays of work;
- Assist with the preparation and maintenance of equipment and resources required to meet lesson plans;
- To support teachers with photocopying and other administrative tasks;

#### **After School Club Manager (3.30pm to 6.00pm)**

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will also involve leading a team of staff, and coordination of the planning and delivery of activities.

#### **Duties and Responsibilities:**

- Monitor the quality of provision and report to the Deputy Head of Junior School;
- To manage the ASC team, including deployment of staff on activities and tasks;
- Coordinate the planning and delivery of a weekly timetable of events and activities;
- Monitor the quality of activities, ensuring all pupils have a balanced activity programme;
- Manage and deploy staff within;
- Ensure pupils act in accordance with the published instructions for after school care and particularly ensure good order and discipline. Minor incidents of poor behaviour may be dealt with by a quiet word; more serious incidents should be reported to the on-call member of SMT;
- Ensure that the setting is left in good order at the end of each session;
- Organise and oversee any emergency evacuation of the setting if necessary;
- Oversee the supervision of the serving of snacks/drinks, provided by the catering department;
- Ensure that all pupils are collected by a parent or an adult known to the Schools;
- Contact parents of uncollected pupils at 5:45pm and liaise with the on-call member of the SMT where appropriate;

#### **Health and Safety:**

- Providing emergency first aid (training will be given as necessary) as and when required, using the First Aid bag provided and contacting the School's nurse for assistance as required.
- To comply with Health, Safety, and Hygiene Regulations as laid down within the Schools' policies

#### **General**

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Take responsibility for their own professional development, continually keep updated and contribute to the Schools as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- Develop constructive relationships and communicate with other agencies/professionals.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Principal / Bursar.

## Person Specification

The successful applicant should possess the following experience, qualifications and qualities:

- Level 3 or higher qualification in child care;
- Paediatric First Aid qualification is essential, or the willingness to attend training;
- Experience of caring for, or working with, children aged 0-5;
- Good literacy, numeracy and IT skills with good written communication skills;
- Ability to organise activities for children and adhere to defined standards;
- General understanding of child development and learning;
- A good understanding of how to teach phonics and early reading skills to children in Reception;
- General understanding of Early Learning goals;
- An understanding of the Foundation Stage curriculum;
- A good, up-to-date knowledge and understanding of the EYFS curriculum and Statutory Framework;
- A commitment to the provision of high quality childcare;
- A positive approach to learning and gaining new skills through teamwork and training;
- Commitment to the highest standards of child protection and safeguarding;
- Recognition of the importance of personal responsibility for health and safety;
- Understanding of health and safety and food hygiene issues

### Personal attributes

- Professional approach to work;
- Good organisational, record keeping and planning skills;
- Well motivated & able to work on own initiative and as part of a team;
- Flexible approach to work;
- Able to communicate effectively with children, colleagues and parents/carers;
- Ability to use own initiative and judgement to solve problems;
- Able to meet the physical demands of the post;

- Flexibility to work outside of normal working hours on occasion, for meetings, training, events etc.;
- Calmness, efficiency, and the ability to work under pressure;
- Awareness of the nature of Dame Allan's School and to be prepared to commit to its all-round ethos;
- A commitment to ongoing personal and professional development where necessary;
- Positive and can do attitude.

## Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities Monitoring form](#).
4. Email your completed application form along with your covering letter to [hr@dameallans.co.uk](mailto:hr@dameallans.co.uk) by the closing date and time.

**The closing date for applications is noon on Friday, 14 April 2023.**

## Terms and Conditions

### Hours:

Monday to Friday, 35.25 hours a week, 10.45 to 18.00.

### Salary:

Competitive.

### Benefits:

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All support staff may join our competitive employer contributions Pension Scheme.

All staff receive free school lunches during term time including a wide selection of hot and cold menus every day.

Training opportunities for personal and professional development.

Access to a vibrant and friendly staff community including involvement in a variety of staff wellbeing groups, school trip travel opportunities and sports activities.

Access to an Employee Assistance Programme.

Access to the Cycle to Work scheme.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

## Questions

Please direct any questions to the HR department:

**Email:** [HR@dameallans.co.uk](mailto:HR@dameallans.co.uk)

**Phone:** 0191 275 1500

**Thank you for your interest in applying to work at Dame Allan's Schools.**

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



**DAME ALLAN'S SCHOOLS**  
building the future

RATED EXCELLENT BY THE INDEPENDENT  
SCHOOLS INSPECTORATE

Dame Allan's Schools, Fowberry Crescent, Fenham,  
Newcastle upon Tyne NE4 9YJ. T: 0191 275 1500. [www.dameallans.co.uk](http://www.dameallans.co.uk)



Dame Allan's Schools



@DameAllans @DameAllansJnr



Dame Allan's Schools