

Stobhillgate First School

Wraparound Care Assistant Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Stobhillgate First School

Stobhillgate First School is situated in the beautiful, historic market town of Morpeth. We are a small school with a big heart and are passionate about creating innovative learning experiences for all. The schools defining principles of Excellence, Inspiration, Collaboration and Empathy are at the heart of everything we do. At Stobhillgate First School, we are passionate about developing the whole child and nurturing a love for learning.

A parent recently explained that: 'As a parent at Stobhillgate, I love how much my child enjoys coming to school every single day. She skips to school and can't wait to be here. It's a Supportive nurturing environment, where children are happy to learn'.

The children that attend Stobhillgate come from a wide range of economically diverse backgrounds. Our challenge is to ensure we provide equality of opportunity for all children by ensuring children from low starting points are provided with the best possible support and interventions to enable them to succeed whilst also providing aspirational challenge for pupils who come to school more socially and academically ready.

Since our Ofsted inspection, in 2019, the school has been on a rapid journey of improvement, this has included:

- The introduction of the Maths Mastery approach
- Embracing the Talk 4 Writing structure across the school
- The implementation of the Read Write Inc programme
- Developing the reciprocal reading approach throughout the school
- The introduction of a new exciting, well structured broader curriculum.

Early Years has also undergone significant changes over the last few years, including:

- The redevelopment of our learning environment, both inside and outside
- The creation of an EYFS Unit
- The development of our EYFS Curriculum, including the use of core books to inspire our wider curriculum, the introduction of helicopter stories and the launch of 'Forest School Fridays'.

The school joined the Cheviot Learning Trust in April 2020 enabling us to work in collaboration with Trust partners to further improve teaching and learning, school systems and governance. This provides an exciting opportunity for the successful candidate to work in collaboration and partnership with a broader range of practitioners.



Job Advert

Job title: Wraparound Care Assistant

Pay scale: Band 3 – FTE £24,790 – £25,183
£11,370 – £13,262 pro rata

Terms: Term time only, 20.25 – 23.25 hours per week (BSC Mon–Fri 7.30–9am, ASC Mon–Thur 3.00–5.30pm, Fri 3–5pm)

The school is seeking to appoint an enthusiastic, conscientious and self-motivated person to provide a safe, high-quality before and after school care and activities for children 3–11 years of age, and to maintain a stimulating and enjoyable environment.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal

history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

This [policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the Cheviot Learning trust website www.cheviotlearningtrust.co.uk.

If you would like to collect an application pack, please ring school to make a collection appointment.

Telephone: 01670 513382

Please return completed application forms to: s.mungall@sfs.cheviotlt.co.uk

Closing Date: Monday 16th December 2024, 12 noon

Interviews: Thursday 19th December 2024



Job Description

Job Purpose:

To provide safe, high-quality wrap around school care for children (eg 4 – 11) years of age.

Duties and Key Result Areas:

- To assist the line manager with planning and ensuring there are sufficient resources for, relevant play opportunities, appropriate to the needs, interests and developmental stage of each individual child.
- To deliver pre-planned play opportunities, appropriate to the needs, interests and developmental stage, of each individual child, maintaining and providing clean and safe resources for use at all time.
- To support the line manager to ensure any child protection/safeguarding concerns are acted upon immediately and appropriately by informing the designated person in line with the school's safeguarding reporting procedures.
- To assist in completing the provisions records accurately and reported to the appropriate person and safely stored eg daily registers and accident forms and all other administrative and all other organisational needs of the provision.
- To assist with systems of observations and record keeping so that children's progress and achievements are effectively and regularly observed and/or assessed recording this correctly.
- To assist the line manager to ensure that all legal and statutory requirements are implemented as required.
- To communicate with team members and parents to ensure that relevant information is received and shared including feedback on child health conditions, activities carried out and child well-being.
- To serve and store refreshments in line with the required standards of hygiene, health and safety.
- To support the Head Teacher and Club Manager in ensuring the club meets the standards set by OFSTED for out of school provision.
- To work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills.
- To administer first aid as appropriate and ensure all incidents are reported and recorded appropriately.
- To oversee systems of observations and record keeping so that children's progress and achievements are effectively and regularly assessed.
- To set up and tidy away the club resources as required.
- To take up responsibility for the day-to-day responsibility for the OSC in the absence of the club manager, as the named deputy.
- To maintain complete confidentiality regarding any information gained within the job role, including information about the children, their families or other staff.
- To undertake statutory training as required and additional training as agreed to meet continuous professional development needs.
- To undertake any other reasonable duties commensurate with the grading of the post.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Person Specification

Essential	Desirable	Assess By
Knowledge and Qualifications		
<ul style="list-style-type: none"> Level 2 or above qualification included in the Early Years Qualifications List (EYQL), as recognised by the Department for Education.* (* dependent on the need of the business) Good numeracy skills Good literacy skills. Evidence of child protection training. Current paediatric first aid certificate. A good knowledge and understanding of health and safety requirements. Willingness to undertake further training, as required to keep up to date with current good practice. 	<ul style="list-style-type: none"> Food Hygiene certificate Level 3 or above qualification included in the Early Years Qualifications List (EYQL), as recognised by the Department for Education.* (* dependent on the need of the business) 	A, I
Experience		
<ul style="list-style-type: none"> Experience of providing activities for mixed age/ability groups. 	<ul style="list-style-type: none"> Experience within an after school club. 	A, I
Skills and Attributes		
<ul style="list-style-type: none"> Sound understanding of child development and of children's needs. Ability to communicate and liaise effectively with a wide range of people; both professional and members of the local community. The ability to work as part of a team and on own initiative as appropriate. Commitment to and understanding of equality, diversity and inclusive practice. Reliable and enthusiastic. 	<ul style="list-style-type: none"> The ability to plan and implement an out of school curriculum. The ability to lead and manage staff to deliver high standards and results. 	A, I, T
Physical, Mental, Emotional and Environmental Demands		
<ul style="list-style-type: none"> A professional approach and calm manner in all situations – a role model at all times. Ability to prioritise and be adaptable/flexible in approach. Ability to create and maintain a stimulating and enjoyable environment. An adaptable/flexible approach. Ability to create and maintain a stimulating and enjoyable environment. Maintain confidentiality. 		I, R
Motivation and Other		

Person Specification Continued

<ul style="list-style-type: none">• A satisfactory Enhanced DBS check which confirms suitability to work with children.• Health clearance for role.• A commitment to young children and families.• A commitment to the provision of a high quality service and achieving customer satisfaction.		I, R
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (p) presentation, (o) others e.g. case studies/visits





Contact us

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