



Clifton High School

co-educational nursery school to sixth form

After School Activities Club Staff Member Candidate Brief



The Diamond Edge Model



Realising Individual Brilliance



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An Introduction

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school of 600 pupils, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is central to our approach at Clifton High. We believe each child has unique talents and our aim is to nurture and celebrate the brilliance of all. Our approach to education is distinctive in that on transition into the Senior School, boys and girls are taught separately in core subjects. Research has shown, and our experience has borne out, that this gives our pupils the best environment in which to learn. At the same time our boys and girls benefit from having social interaction on a day-to-day basis which is crucial for their personal, social and emotional development. We call this the Diamond Edge Model of education.

Clifton High School is known for its strong pastoral and family ethos. Principally we are a school for parents who want their child's emotional and personal development to be given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully.

Academic success is extremely important to us at Clifton High School and we have a selective admissions policy. Typically, our students receive excellent results, and year on year the majority go on to secure their first choice of university. There is a firm belief, however, that there is more to school life than just good grades and we put as much emphasis on our pupils' development as on their achievement. Our pupils and young people want to extend themselves beyond the classroom to acquire new skills and develop character traits which will equip them for life. We support our boys and girls wholeheartedly as they embrace with conviction and enthusiasm the rich extra-curricular opportunities available to them. As a school, we believe that the privilege of excellent education brings with it responsibility and we send young people out into the world who are ready to make a real and positive contribution to society.

Four 'Houses' named after the School's founders, Percival, Pears, Wollaston and Winkworth, offer community structure across all ages. The majority of teaching is on one site with facilities including music technology and ICT suites, dance and theatre studio and hall with the latest audio-visual technology and, most recently, a new dedicated STEM room. The School has two senior computer laboratories and a junior computer room. Teaching rooms are equipped with interactive whiteboards and in many rooms, the latest interactive televisions and projectors. There are bespoke resources for learning and for play, including an environmental pond, eco garden, vegetable beds, outdoor classroom, fire-pit and mud kitchen. On-site sports facilities include swimming pool, climbing wall and gymnasium, strength and conditioning room, and outdoor multi use games area. At our nearby sports ground, Coombe Dingle, which is shared in partnership with the University of Bristol, there are international standard pitches, tracks and courts.





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The School Ethos and Aims

Our Ethos

We aim to produce young people with the ability to think independently, who have a strong belief in themselves, confidence to pursue their ambitions and the resilience, flexibility and adaptability to succeed whatever life presents.

Our Aim

At Clifton High School, our aims are based around five key areas:

- Teaching and Learning
- Standards and Expectations
- Self-development and Adaptability
- Communication
- Business of Education





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INFORMATION

ACCOUNTABILITES AND DESCRIPTION OF POST

JOB TITLE:	AFTER SCHOOL ACTIVIES CLUB STAFF MEMBER
DEPARTMENT:	NURSERY PRE SCHOOL
REPORTS TO:	ASSISTANT TO DEPUTY HEADS, NURSERY PRE SCHOOL —YEAR 2
1.	<p>OVERVIEW</p> <p>The After School Activities Club Staff Member will function as a team member responsible for providing safe, quality care and service for children in the After School Activities Club provision.</p> <p>SAFEGUARDING</p> <p>The After School Activities Club Staff Member will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. She or he will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.</p>



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2.	<p>TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF AFTER SCHOOL ACTIVIES CLUB STAFF MEMBER AT CLIFTON HIGH SCHOOL</p> <p>This role is 3:00pm-6:15pm, Monday to Friday during term time. There is a pension scheme for all Business Support Staff and a school fee remission scheme may also be available.</p>
3.	<p>MAIN RESPONSIBILITIES</p> <p>To assist with the day-to-day operation of After School Activities Club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the ethos of Clifton High School.</p> <ul style="list-style-type: none"> • Provide supervision, activities and guidance appropriate to child’s age and development • Be creative and innovative in the time spent with the children • Be self-motivating and enthusiastic in carrying out the duties • Foster self-esteem, problem solving and conflict resolution skills in the children • Create an atmosphere of safety, belonging and positive development for each child • Provide positive role-modelling for child participants and volunteers to the program • Plan and lead age appropriate programs using a team approach • To take responsibility for groups of children in activities as an individual or supported by other team members • Take part in role play, do puzzles, and help children devise ways of playing with toys • Supervise the children and guide them in their physical, social and emotional development • Consult with the children in order to plan activities; • Ensure that play meets the full range of children's individual and group needs • To support fully inclusive practice, and ensure that all children can be involved in the activities offered if they wish
4	<p>KNOWLEDGE AND UNDERSTANDING:</p> <p>The Staff member will be familiar with all After School Activities Club service expectations and guidelines for operating the club.</p> <ul style="list-style-type: none"> • Attend meetings and training sessions when necessary • Provide feedback and evaluation of After School Activities Club when necessary • Prepare and serve a snack ensuring dishes are washed afterwards as needed • Ensure children are collected by the parent or other adult as indicated by the parent either verbally or by email. Contact the parent if you are not sure.

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4	<p>COMMUNICATIONS:</p> <p>RELATIONS WITH PARENTS</p> <p>The staff member will:</p> <ul style="list-style-type: none"> • Be polite and helpful at all times, smiling and greeting both parents and children as they come and go • Greet parents by name • Maintain the confidentiality of information obtained in the course of professional dealings with the children and families • Respect cultural and social differences, and allow for different parenting styles and values • Update parents with any necessary information about their child's day • Make parents feel welcome and comfortable at After School Activities Club • Keep the relationship between parents and self on a professional level <p>RELATIONS WITH COLLEAGUES</p> <ul style="list-style-type: none"> • Develop and maintain open communication with parents, staff, volunteers and school staff • Report any concerns about non-compliance or safeguarding to the Assistant to Deputy Heads, Nursery – Year 2 • Support a climate of forthrightness and trust in the workplace that will insure that colleagues are able to speak and act in the best interest of children without fear of recrimination • Address issues with discretion and forethought • Work effectively with the rest of the staff team • Work supportively with Assistant to Deputy Heads, Nursery - Year 2
5.	<p>RESPONSIBILITY FOR:</p> <ul style="list-style-type: none"> • Ensuring the program is varied and of interest to the children • Completing appropriate attendance records, daily reflection log, and activity plans as required. • Undertaking such other duties and responsibilities of an equivalent nature as may be determined from time to time by School

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5. cont	<p>MAINTAINING A HEALTHY, HYGENIC AND SAFE ENVIRONMENT</p> <ul style="list-style-type: none"> • Maintain a safe and clean area at all times • Check on a regular basis program space for hazards which could threaten the health and or safety of the children • Carry out housekeeping duties as required • Ensure any suspected illness or disease is reported to Assistant to Deputy Heads, Nursery - Year 2 • Be responsible for children in an emergency as required • Administer First Aid and initiate the appropriate emergency response as required • Record accidents in the accident book and email the School Nurse outlining the incident for their records • Keep First Aid and CPR up-to-date <p>MAINTAINING FACILITIES AND PROFESSIONAL WORKING ENVIRONMENT</p> <ul style="list-style-type: none"> • Be involved in activity set-up, take down and cleaning responsibilities to ensure safe and clean After School Activities Club space • Ensure that any concerns, problems or comments are communicated effectively to Assistant to Deputy Heads, Nursery - Year 2 • Wear appropriate uniform at all times with a name badge • Work set shifts <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do • Co-operate on all issues involving health and safety • Use work items provided for you correctly, in accordance with training and instructions • Do not interfere with or misuse anything provided for your health, safety or welfare • Report any health and safety concerns to The Assistant to Deputy Heads, Nursery – Year 2 as soon as practicable
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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 scope of the post.



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PERSON SPECIFICATION

JOB TITLE:	AFTER SCHOOL ACTIVIES CLUB STAFF MEMBER		
DEPARTMENT:	NURSERY PRE SCHOOL		
REPORTS TO:	ASSISTANT TO DEPUTY HEADS, NURSERY PRE SCHOOL —YEAR 2		
ASPECTS	<p>Essential</p> <p>Qualities which are essential to the satisfactory performance of the job and without which an applicant cannot be appointed</p>	<p>Desirable</p> <p>Qualities additional to those described as essential which may enhance your application. This is not an exhaustive list and you may add anything you feel is relevant to your application for the role.</p>	<p>Assess by</p> <p>AF = application form T = Assignments/Task I = Interview</p>
Skills and Abilities	<ul style="list-style-type: none">• Ability to work as part of a team and be flexible, adaptable and resilient• Ability to follow procedures• Ability to provide warm and consistent care to all children attending the scheme• Ability to work on own initiative		AF/T/I



PERSON SPECIFICATION

Knowledge and experience	<ul style="list-style-type: none"> • At least 1 year’s experience working with children in a supervisory role • Relevant and up-to-date experience of work/play with children of primary age 3-11 years old • Awareness of what constitutes 'good quality childcare' 		
Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualification of NVQ childcare level 3 or currently teaching with relevant experience of working with Nursery upwards 	<ul style="list-style-type: none"> • An up to date first aid qualification 	
Personal competencies and qualities	<ul style="list-style-type: none"> • Commitment to the Safeguarding of our children • Willingness to undertake training as required • Flexibility to undertake any other responsibilities as many be reasonably required by the Head of School commensurate with this post 	<ul style="list-style-type: none"> • A willingness to be fully involved in the wider life of Clifton High School 	AF/T/I
Attitudes and Outlook	<ul style="list-style-type: none"> • Boundless energy and vision • Ability to work under pressure and a capacity for hard work • Ability to appreciate the needs of the whole School • Positive and proactive approach to continuous improvement 		T/I