



St Swithun's
WINCHESTER



Candidate Brief

After School Club Lead

The School:

St Swithun's Prep School, Winchester is an IAPS school for girls aged 4-11 with a co-educational nursery from age 3. The girls benefit from excellent teaching, sporting and recreational facilities.

It adjoins a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. St Swithun's senior school is academically selective and regularly appears in the top 30 schools in the national league tables.



Ethos:

At St Swithun's prep school children's happiness is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils flourish in every way during their time with us. Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous honour and privilege to be a key influence in their development. Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education and we place enormous importance on creative and performing arts. We offer an inclusive, yet appropriately competitive sports programme; and we encourage children to have fun, take risks and get stuck in to all that we have on offer.

Community:

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.

The St Swithuns Learning Community:

Our pre-prep curriculum, including our co-educational nursery and girls-only provision from reception through to year 2, is designed around the children's interests and intrinsic motivations, harnessing their love of asking

questions and allowing them to become independent learners. Passions for learning, literature and life are developed from the earliest of days. Then, throughout our junior classes from year 3 to year 6, we continue to hold the development of character and the pursuit of academic excellence in equally high regard. Children enjoy a weekly timetable that is opulent and varied; it emphasises the core subjects of English, mathematics, science and computing but balances these with a huge amount of sports, humanities, arts, languages and extra-curricular opportunities too. Although we carefully prepare children for successful and stress-free transition to a range of leading independent schools, including our own senior school, we never resort to a meaningless hot-housing approach and remain committed to maintaining a rich and inspiring curriculum.

Location:

The school is set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester is well connected by road, rail, air and sea, allowing convenient and affordable holiday opportunities for staff. There is also easy access to the New Forest, the south coast, and the West Country.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton and Winchester Universities are in close proximity, as are a wide range of good state and independent schools.

Facilities:

The prep school is housed in a state of the art building that opened in September 2015.

The school offers girls excellent teaching, sporting and recreational facilities. As well as the modern prep school building, the school has use of some facilities which it shares with the senior school including a 600 seat auditorium and a full-size swimming pool. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first and second years and those in the upper sixth.

The School is securely financed and this has enabled a continuous development programme over the years, which has made it possible for the School to keep pace with new requirements in terms of curriculum and equipment.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at www.stswithuns.com

The role

Our prep schools offers an After School Club from 4-6pm each day during term time for children from nursery to year two. This is an opportunity for children to relax after the school day, to take part in fun activities and to mix with girls beyond their form and year group. We know that the provision of high-quality wrap around care is essential to many of our families.

We are looking to appoint an enthusiastic After School Club Lead (ASC Lead) to work with children across the prep school age range.

Our ASC Lead should have significant experience of encouraging learning through structured play and adapting activities to suit a range of ages and abilities. You should be a versatile colleague and communicator as you will need to build relationships with staff across the school including our co-curricular co-ordinator, in addition to our parents and pupils.

Our ASC Lead will be supported by another member of staff at all sessions.

Job Description

General

- All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Head.
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's Safeguarding policy and adhere to all other policies set out by the school.
- All staff must comply with the Staff Code of Conduct, setting exemplary standards of behaviour, appearance and attitude

ASC Lead

- Plan and provide a rich and varied programme of activities for the children attending ASC.
- Prepare and provide appropriate healthy snacks for children attending ASC paying particular regard to dietary requirements and restrictions.
- Work enthusiastically and in an imaginative way with children to support their learning through play.
- Work closely with the Co-curricular Coordinator and Prep School Administrator to ensure details of activities are communicated to parents in a timely and effective manner.
- Work closely with the Co-curricular Coordinator and the Prep School Deputy Head to ensure that supervision ratios are maintained for ASC at all times.
- Meet all deadlines for the efficient running of the school (e.g. budget requests, calendar deadlines).
- Provide a stimulating and well-organised environment for ASC.
- Assist with all of the children's physical and emotional needs including intimate care as necessary.
- Be responsible for the supervision of pupils during ASC both inside and outside the classroom.
- Attend relevant team and staff meetings as well as staff INSET days
- Establish positive relationships with children, staff and parents

Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none">• Previous experience of caring for, or working with primary age children• Level 3 NVQ in childcare or other relevant experience• Willingness to obtain Paediatric First Aid qualification	<ul style="list-style-type: none">• Knowledge or understanding of the key curriculum milestones for EYFS and Key Stage 1• Experience of preparing healthy snacks for primary aged children• Paediatric First Aid qualification• Food hygiene qualification

Key Skills and Qualities

Essential	Desirable
<ul style="list-style-type: none">• A positive approach to learning and gaining new skills• Enthusiasm for working with young people• Punctuality, reliability and trustworthiness• Patience and flexibility• A positive approach• A sense of fun• A willingness to go above and beyond (such as volunteering to support other school activities on occasion or stay at school to help with school productions)	<ul style="list-style-type: none">• A great sense of humour• An ability to be organised and use initiative to support other staff in the school

Terms and Conditions

This is a part time position working 13.5 hours per week, for 34 weeks per year (St Swithun's term time only). We are looking for our ASC Supervisor to work from 3.45 – 6.15pm each day allowing time for set up and clear away at each end of the session. You will also be paid for an additional hour each week to allow for planning and preparation of activities. There would also be an expectation that you would attend some INSET training as appropriate for the role (for example annual safeguarding training is mandatory for all school employees).

The salary will be competitive and depend on experience and qualifications. The proposed rate of pay for this role would be between £27,114 FTE and £29,120 FTE (between £13 and £14 per hour). A generous contributory pension scheme is available.

Various benefits are available for St Swithun's employees, including:

- Discount on school fees,
- Discounted corporate gym membership, and use of 'my active discounts'
- Free membership of the school swimming pool,
- Access to the school's staff wellbeing programme,
- Refreshments whilst working, and free meals when required to be at work over a meal time during term time.
- There is a probationary period of six months and the appointment is subject to safeguarding checks including satisfactory references and clearance by the Disclosure and Barring Service.



Application Process

Applications must be made on the school application form which can be found at www.stswithuns.com/about-us/staff-vacancies

Please send your completed application form to:

HR Department
St Swithun's School
Alresford Road
Winchester
Hampshire
SO21 1HA
Or by email to recruitment@stswithuns.com

Closing date for applications: Friday 4 June 2021

The school reserves the right to appoint prior to the closing date



St Swithun's is a registered charity providing education for girls aged 3-18 (and boys in the nursery) and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Child Protection Statement

Every pupil should feel safe and protected from any form of abuse which, means any kind of physical abuse, emotional abuse, sexual abuse, neglect and peer on peer abuse. All children without exception have the right to protection from abuse. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

The school recognises that, because of their day-to-day contact with pupils, staff are well placed to observe the outward signs of abuse, and reinforces that our approach must be that, "it could happen here". Abused children and 'children in need' are at greater risk of suffering from mental health problems in adult life so early intervention is critical. Intervention to protect children and promote their wellbeing does not just mean thinking about pupils who may be at risk of abuse, but also thinking about pupils who may need intervention as a 'child in need' e.g. a pupil suffering from mental health issues or with a disability. These responsibilities apply to all staff, members of the School Council and volunteers working in the school.

We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.

We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.

The Headteacher ensures that the recommended procedures are followed when recruiting staff.

Application Explanatory Notes

- Applications will only be accepted from candidates completing the school's application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates must be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- In accordance with government guidelines, we may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In cases where this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer wherever possible. If the current/most recent employer does/did not involve work with children, then the second reference should, if applicable, be from the employer with whom the applicant most recently worked with children (or engager if a self-employed or voluntary role). If the applicant has never worked with children previously, then references should be from an employment context, an academic context if this is not applicable, and finally a character reference from someone of 'good standing' in the community. Referees should never be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
 - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
 - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
 - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or department for education.

Interview

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their [Right to work in the uk.](#)
- Applicants will be required to provide documentation suitable for obtaining a [Disclosure and Barring Service \(DBS\) check.](#)
- Applicants must also be able to show evidence of any qualifications on which their application relies.

Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.
- Satisfactory completion of a probationary period.