



Prior Weston Primary School and Children's Centre

Extended Day Supervisor
PW/557

Recruitment Pack





Prior Weston Primary School and Children's Centre

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Prior Weston Primary School and Children's Centre

Golden Lane Campus,
101 Whitecross Street,
Islington, London, EC1Y 8JA

(T) 020 77864800

office@priorweston.islington.sch.uk

Head Teacher: Fiona Maccorquodale

Dear applicant,

Thank you for your interest in our current vacancy, for Extended Day Supervisor at Prior Weston Primary School and Children's Centre,

Prior Weston is a very popular and highly inclusive Primary School and Children's Centre. We are situated in a central location, very close to the Barbican Centre. We take full advantage of our location; the year is filled with trips and visits that offer rich first hand learning experiences for the children. We also have great contacts with many organisations that visit us to work with our children.

We are looking for an extended day supervisor who shares our philosophy that children deserve the best, and who is committed to giving their best. The successful candidate will have high expectations of all children and be able to inspire and motivate.

When completing your application, it is essential that you answer each point in the person specification (which may involve some repetition) for your application to be considered.

We hope that you will become as excited as we are about Prior Weston and wish to apply. Visits to the school are most welcome.

With best wishes,

Fiona Maccorquodale
Head Teacher



Prior Weston Primary School and Children's Centre
Golden Lane Campus, 101 Whitecross Street, Islington, London, EC1Y 8JA
(T) 020 7786 4800 (F) 020 7786 4801
office@priorweston.islington.sch.uk
Head Teacher: Fiona MacCorquodale

Extended Day Supervisor

Salary Grade Range: Scale 6, spine point 18-20
Actual Salary Range: £24,813 to £25,714 per annum
Full time 35 hours per week, term time only
(Split shift & occasional evening/weekend)
Fixed term contract for one year

We are seeking to appoint an Extended Day Supervisor who will be responsible for Prior Weston's breakfast, morning and after school clubs and Night Owls (after school provision).

Come and Join the Team at Prior Weston Primary School & Children's Centre

Golden Lane Children's Centre is part of Prior Weston School, located in the modern, purpose built Golden Lane Campus building.

The Campus is an exciting community hub offering educational opportunities to everyone from babies to parents and carers. The Campus is situated adjacent to the Barbican Centre and the lively Whitecross Street market.

We are seeking to employ an Extended Day Supervisor who is reliable and flexible. We are looking for a person who can show initiative and work as part of a team and who is committed to our aim of ensuring the best possible outcomes for all children aged 5-11.

Visits to the school are highly encouraged. Please contact the school office on **020 7786 4800** to arrange your visit.

Closing date: Midday Thursday 5th March 2020

Interview dates: Thursday 12th March 2020

Prior Weston Primary School and Children's Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations the successful applicant will be required to declare.

JOB DESCRIPTION



Post Title: Extended Day Supervisor

Grade: Scale 6

Hours: Full time / 35 hours a week / TTO (Split shift & occasional evening/weekend)

Department: Prior Weston Primary School & Children's Centre

Reports to: School Business Manager

KEY PURPOSE OF THE JOB

The Extended Day Supervisor will be responsible for Prior Weston's breakfast, morning and after school clubs and Night Owls (after school provision). So that the supervisor has a full and strategic view of this wrap-around provision, they will be expected to negotiate a split shift pattern and will have:

- A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop their skills further
- The vision to continue to expand and develop Prior Weston's extended day provision
- Excellent organisational and communication skills
- The ability to create an outstanding programme of events and activities for children in order to support, extend and enhance their achievements
- The capacity to develop a wide and varied lettings programme to maximize the use of the campus for pupils and the community providing income generation to the school.

KEY TASKS AND RESPONSIBILITIES

Extended Day Provision

1. Organise an inclusive offering of new, exciting and varied enrichment activities before and after school, at weekends and during the holidays
2. Develop new and exciting clubs, maximising the space available at Golden Lane to give opportunities to pupils 5-11 years including clubs which;
 - support learning e.g. key stage, homework, musical instrument
 - celebrate the culturally diverse community of the school
 - provide opportunities for pupils to take part in physical activities and sport
 - promote the arts, drama and music
3. Set up a Breakfast Club providing an affordable provision to pupils to start the day
4. Promote the extended day offering to encourage the widest possible attendance including providing timetables and advertising through effective and clear communication channels e.g. newsletters, posters, school website.
5. Care for the creative, educational and holistic development of children attending all extended day activities, which will include leading, encouraging and participating in suitable activities both inside and outside of Prior Weston.

6. Co-ordinate the production of light meals e.g. breakfast/evening snack, whilst taking care to ensure that special dietary needs are met and that all food meets local and national regulations.
7. Keep a record of children's attendance,
8. Order supplies, equipment, cleaning materials, materials used for children's activities and other consumable and durable items via the school's agreed ordering policy.
9. Lead, managing and plan the organisation of the holiday play scheme.

Lettings

1. Organise community engagement and marketing activities to promote the campus as a community hub.
2. Promote lettings using the school communication tools, website, social media and local resident, business and community networks
3. Coordinate extended day and out of hours lettings to maximise the use of the campus and income generation
4. Work closely with the premises and administration teams to facilitate a smooth transition each day between school and lettings activities
5. Coordinate staff to ensure the campus remains safe and secure at all times.
6. Make sure all school policies are adhered to including the safeguarding policy and vetting of new partners.

Staffing

1. Allocate work to all members of staff involved in Prior Weston's extended day provision,
2. Ensure staffing fulfills the adult: pupil ratio in all extended day activities.
3. Ensure a high level of quality in all aspects of provision by taking in, monitoring and contributing to extended day workers' planning.
4. Organize and participate in team meetings and attend meetings with the leadership team, parents and others as required.

Partnerships

1. Work in partnership with school stakeholders including teachers, TAs and other support staff to run in-house morning and after school clubs
2. Recruit parents and members of the community (duly DBS checked) as volunteers to support the extended day provision and run clubs
3. Develop new partnerships with external organisations to offer extensive opportunities to pupils through clubs or lettings who provide an offering to primary aged pupils (with potential places for disadvantaged pupils)
4. Liaise with parents/carers, school staff and colleagues as appropriate.
5. Develop partnerships with extended school's providers to enhance and support the extended schools offer at Prior Weston.

Statutory and Wellbeing

1. Be aware of the child protection & safeguarding procedures and report any concerns immediately to the appropriate designated staff.
2. Ensure that the general health, physical welfare, safety and security of children and adult users in the extended day provision is met.
3. Ensure that the appropriate number of extended day workers are first aid qualified and record accidents involving children and staff using the agreed protocols and policy guidance.
4. Maintain a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, the national curriculum, safeguarding and health and safety.
5. Reasonable and additional duties, which may be required at the discretion of the Senior Leadership team from time to time.

Personal Responsibilities

1. To be professional in dress and manner at all times.
2. To be responsible for own career development and undertake training, professional development and other learning activities as appropriate.
3. Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
4. Suitability to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks
5. The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy.
6. To promote the safeguarding of children

Post holder Declaration

Name:	
Signed:	
Date:	

Person Specification

Post Title: Extended Day Supervisor
Grade: Scale 6

Essential/Desirable Requirements	
1.	A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop their skills further
2.	The vision to continue to expand and develop Prior Weston's extended day provision
3.	Excellent organisational and communication skills
4.	The ability to create an outstanding programme of events and activities for children in order to support, extend and enhance their achievements
5.	The capacity to develop a wide and varied lettings programme to maximize the use of the campus for pupils and the community providing income generation to the school.
6.	The flexibility to provide split shift cover for before and after school activities. Some evening and weekend work may be required whilst setting up the lettings programme.
Qualifications	
1.	Educated to Maths and English GCSE (A-C) or equivalent
2.	Minimum Level 3 qualification in childcare/early years' practice with suitable practice placements (e.g. NNEB Certificate, NVQ Level 3 – Playworking, Childcare/Early Years Care, BTEC Nationals in Childhood Studies or equivalent)
3.	Substantial post qualifying experience of working in a similar role.
Skills, knowledge and abilities	
1.	Establish and develop close relationships with parents, governors and the whole school community
2.	Communicate effectively (both orally and in writing) to a variety of audiences Keep up to date with changes in legislation, (especially health & safety) and best practice in facilities management.
3.	Ability to review systems and processes associated with the role to improve and develop better ways of working.
4.	Have a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, the national curriculum, safeguarding and health and safety. Ability to review systems and processes associated with the role to improve and develop better ways of working.
5.	Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the School.
6.	Ability to produce accurate and detailed information.
7.	Ability to work under pressure and meet tight deadlines.
8.	Ability to maintain strict confidentiality in all matters.
9.	Ability to communicate effectively in writing, on the telephone and face to face.
10.	Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children.

11. Willingness to work within a clear framework and with regard to school policy.
12. Willingness to support other team members, management and other professionals.
13. To promote the safeguarding of children.
Selection Criteria
14. Explain how you meet the requirements of the post as described in the person specification
15. What would you bring to the school and children's centre?
16. In relation to this role, how do you support the vision and values of Prior Weston



Selection process and how to apply

Application deadline

Completed application forms must be received by **Midday 5th March 2020**.

To apply for this job, please follow the jobs link at <http://jobs.islington.gov.uk/> following the jobs link. If you need any assistance, please email Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **PW/557**.

Please note that application forms should not be returned to the school.

Completing your application

Candidates are asked to complete all the standard information required on the application form. This includes a personal statement, which will be used for shortlisting. Which explains how you meet the requirements of the post as identified in the job description and personal specification.

Visits

Visits to the school are encouraged and are available by contacting the office on 020 7786 4800.

Selection procedure

The selection will be by a panel of School Leaders. Candidates will be notified immediately after shortlisting has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, e-mail or fax) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



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Golden Lane Campus

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(T) 020 7786 4800 office@priorweston.islington.sch.uk

Head Teacher : Fiona Maccorquodale

Visit our Website: <http://www.priorweston.islington.sch.uk>



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.