We Learn, We Grow, We SHINE!

AFTER SCHOOL CLUB ASSISTANT

APPLICATION PACK



Lingfield Education Trust

After School Club Assistant (Level 2)

Pay range: Grade D SCP 7 **£9,755 - Actual Salary**
Required: As soon as possible
Contract: Fixed Term until July 2027. 15 Hours per week, Term Time Only
Hours of Work: Monday-Friday 3pm - 6pm

We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Level 2 Teaching Assistant to join our school's wraparound offer, where everyone is valued within our ethos of mutual respect.

Our expectations are high, but we can offer the successful candidates plenty of support to ensure that they can become the best they can be.

As such, it is key that:

- You love working with children, they come first, and you are full of enthusiasm and energy.
- You are kind.
- You lead by example and will embody our school motto: 'We Learn, We Grow, We SHINE!'.
- You have a sense of humour.
- You are committed to a team approach.
- You have and demonstrate high aspirations for every child.
- You have initiative and are creative.

The successful candidate will be working with in our wraparound team, providing care for pupils after school.

If this sounds like you, and a role that you would relish, please look carefully at the following materials and complete the application form. Please include with our application form a short covering letter, detailing why you are the right person for this unique position.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2023) will be undertaken before an appointment is confirmed.

For further details, and to obtain an application pack please contact Mr James Hunter at The Avenue Primary School.

Please return completed applications directly to: The Avenue Primary School, Nunthorpe, TS7 0AG or email to recruitment@theavenue.lingfieldtrust.org.uk

Closing Date: Monday 2nd November 2026 at 9am
Shortlisting: Monday 2nd November 2026 (if you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time.)
Interviews: TBC

JOB DESCRIPTION

POST:	After School Club Assistant
GRADE:	Grade D SCP 7
RESPONSIBLE TO:	Headteacher and Deputy Head
STAFF MANAGED:	None
JOB PURPOSE:	To work under the guidance of the Wraparound Coordinator, within an agreed system of supervision, to assist with the implementation and delivery of a care and activity programme for children.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Duties	• Ensuring a diverse, relevant and varied programme of activities takes place using the facilities provided. • Checking equipment regularly to ensure safe use across the provision. • Assist in preparing and serving healthy snacks and meals where appropriate • To support in the setting up and clearing away of all activities and equipment at the beginning and end of each session. • To undertake such personal training that may be deemed necessary to meet the duties of the post. • This post involves a high level of contact with, and responsibility for children.
Communication	• Building strong professional relationships with parents, carers and other visitors to make sure everyone is made to feel welcome and that they receive the appropriate information and advice in a timely manner. • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals.
Sharing Information	• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Participate in staff meetings. • Share information about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children/Young People	• Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.

Administration/Other	• Organise and manage an appropriate learning environment and resources. • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements. • Assists with record keeping, monitoring and routine administration tasks as directed by the coordinator. • Participate in training and appraisal.
Data Protection	• To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality.
Health & Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment. • Administering basic first aid where necessary.
Equalities	• Promote inclusion and acceptance of all pupils. • Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop own and team members understanding of equality issues.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. *These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.* **PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.** The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
Date of Issue:	May 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION | After School Club Assistant

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Knowledge & Experience • Experience of working in a similar environment providing educational and recreational activities (AF, I, R) • Experience of working with primary school age children (AF, I, R)	• Knowledge of Behaviour Management techniques (AF, R, I) • Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I) • Experience of supporting the learning of children with additional needs (AF, R, I)
Occupational Skills • Be able to work as part of a team but also on own initiative (AF, I, R) • Basic Record keeping skills (AF, I, R) • Ability to effectively communicate orally with colleagues and children (AF, I, R) • Ability to build professional relationships with a range of people including parents, children and colleagues (AF, I, R)	
Qualifications • Grade C English and maths at GCSE or equivalent (AF, C) • Level 2 TA qualification • Willing to complete Paediatric First Aid and Food Hygiene training (I)	• Paediatric First Aid Training (AF, C) • EYFS Qualification (AF, C)
Personal Qualities • Demonstrable interpersonal skills (I, R) • Ability to work successfully in a team (AF, I, R) • Able to exercise discretion and judgement (AF, I, R) • Confidentiality (AF, I. R) • Flexibility (AF, I, R)	• Creativity (AF, T, I)

Other Requirements	
• To be committed to the school's policies and ethos (AF, I, T) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, R, I) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) • Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) • Ability to use authority and maintaining discipline (AF, R, I) • Enhanced DBS (D) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.

Lingfield Education Trust