

**Corporation Road, Darlington, DL3 6AR**

[www.corporationroad.darlington.sch.uk](http://www.corporationroad.darlington.sch.uk)

**Telephone:** 01325 244940 **Email:** [admin@corporationroad.darlington.sch.uk](mailto:admin@corporationroad.darlington.sch.uk)

**Headteacher:** Mark Dipple

**Play Leader (After School)**  
Band 2 SCP 4 - £6,315  
Required to start asap   
Term time only – 12.5 hours per week  
Temporary (initially) until July 24

Hours: 2.45pm – 5.15pm

Are you looking for a new and exciting opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Corporation Road Primary School may just be looking for you…

Corporation Road Primary School is a unique school, which serves a diverse community in the heart of Darlington.

This new role is to help us to establish Wraparound Care, to allow more of our parents to access affordable childcare.

If you think you’d like to work with us, please read the job description and complete an application form, found on the school webpage at [https://www.Corporation Roadprimaryschool.co.uk/careers-at-Corporation Road](https://www.cambraiprimaryschool.co.uk/careers-at-cambrai)

Applications should be returned to school by post or emailed to admin@corporationroad.darlington.sch.uk

Important dates:

|  |  |
| --- | --- |
| **Closing date:** | September 25th September 2023 |
| **Shortlisting date:** | September 26th September 2023 |
| **Interview date:** | September 28th September 2023 |
| **Start date:** | As soon as possible |

If you are not contacted by September 27th September 2023, please assume that you have not been shortlisted on this occasion.

In line with Lingfield Education Trust’s Recruitment & Selection Policy, please note that we are unable to accept CVs – the full application form must be completed and any information provided on CVs will not be considered for short-listing purposes.

The post will be based in Corporation Road Primary School however; the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Lingfield Education Trust 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) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Janet Sowerby, Office Manager, please call on 01325 244940

**Job Description**

|  |  |
| --- | --- |
| **POST TITLE :** | **Play Leader (After School)** |
| **GRADE :** | **Band 1 SCP 4** |
| **JOB PURPOSE :** | **To support in the childcare and delivery of our before and after school clubs. Ensure the provision operates within relevant legislation and regulations, the children are kept safe and that relevant educational and recreational activities take place.** |

***MAIN DUTIES/RESPONSIBILITIES***

1. Ensuring a diverse, relevant and varied programme of activities takes place using the facilities provided.

2. Checking equipment regularly to ensure safe use across the provision.

3. 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.

4. Maintaining accurate records.

5. Administering basic first aid where necessary.

6. Assist in preparing and serving healthy snacks and meals where appropriate.

7. To support in the setting up and clearing away of all activities and equipment at the beginning and end of each session.

8. To undertake such personal training that may be deemed necessary to meet the duties of the post.

9. This post involves a high level of contact with, and responsibility for children.

10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, including adhering to all specified procedures.

11. The post holder must carry out his/her duties with full regard to the all the Trust’s policies and procedures in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

12. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

***This is not an exhaustive list. The post holder will be required to undertake any other duties of a similar nature related to the post which may be required from time to time and are considered reasonable for the post.***

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES.

THE POST IS SUBJECT TO AN DBS CHECK (certificate of disclosure from the Disclosure and Barring service) AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

The Trust and Schools within the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Person Specification**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL** | | | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | | | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | Minimum NVQ L2 in Childcare  Willing to complete Paediatric First Aid and Food Hygiene Training | | |  | D1  D2 | Paediatric First Aid Training  Food Hygiene Training | AF/I/R/C |
| **Experience & Knowledge** | E2 | Experience of working in a similar environment providing educational and recreational activities | | | AF/I/R | D3 | Knowledge of Health and Safety practices at work relating to spillages, trips and falls | AF/I/R |
|  | E3 | Experience of working with primary school age children | | | AF/I/R | D4 | Knowledge of the EYFS | AF/I/R  AF/I/R |
| **Skills** |  |  | | |  |  |  |  |
|  | E4  E5  E6  E7 | Be able to work as part of a team but also on own initiative  Basic record keeping skills  Ability to effectively communicate orally with colleagues and children  Ability to build professional relationships with a range of people including parents, children and colleagues. | | | AF/I/R  AF/I/R  AF/I/R  AF/I/R |  |  |  |
| **Personal Attributes** | E8  E9  E10 | | Friendly and approachable manner  Calm and confident  Flexible approach | AF/I/R  AF/I/R  AF/I/R | |  |  |  |
| **Special Requirements** | |  |  |  | | --- | --- | --- | | E11 | Motivation to work with children | I/R/D | | E12 | Ability to form and maintain appropriate relationships and personal boundaries with children | I/R/D | | E13 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining | I/R/D | | E14 | Suitability to work with children | R/D | | | Motivation to work with children  Ability to form and maintain appropriate relationships and personal boundaries with children  Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining  Suitability to work with children | AF/I/R  AF/I/R  AF/I/R  AF/I/R | |  |  |  |

|  |  |
| --- | --- |
| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| I | Interview |
| R | References |
| D | DBS Disclosure |

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references & an enhanced DBS check