



Senior Play Leader Application Pack



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Letter from Catherine Paine, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

Chief Executive, REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Senior Play Leader

Job start: As soon as possible

Salary: Grade 4 SP 8-10 £23817 - £24684 (this is the full time salary. The salary will be pro rata for the numbers of hours/weeks worked)

Hours: 36 hours per week (shift pattern to be negotiated)

Location: Croydon

Contract type: Term time only 39 weeks per year (this includes 5 INSET days)

Contract term: Fixed term for one year with the possibility to extend

Who are we?

The Robert Fitzroy Academy is a three-form entry primary school in Croydon situated in the heart of the local community. Our fundamental belief is that the whole child is the whole point.

It is our goal to create a school where children can achieve academically but also flourish as citizens of the world.

We wish to recruit a senior play leader who wants to make a difference and join our team at our hugely popular wrap around care provision. There are approximately 120 children that use our provision on most days (breakfast and/or after school club).

At The Robert Fitzroy Academy we provide an active, healthy and fun start and finish to the school day for our young people whilst helping them develop friendships, confidence and social skills.

We are committed to outstanding quality. If you have the passion, commitment, energy and motivation to make a difference to our young people we would like to hear from you.

What are we looking for?

We are seeking to appoint a confident and creative person to support our wrap around care manager with the day to day running of our wrap around care provision.

We are looking for individuals who can enhance our provision and who are committed to making the school experience engaging, enjoyable and meaningful for primary age children.

We wish to appoint an outstanding and highly motivated individual as soon as possible.

In particular, successful candidates should:

- Have experience of working in an education setting and a relevant Level 3 childcare qualification or above.
- Have Experience of working in a supervisory capacity for at least 2 years.
- Experience of working with children with special educational needs.
- Have an understanding of child development and learning
- Have excellent organizational and administrative skills
- Have excellent ICT skills
- Work well within a team
- Be enthusiastic and dynamic
- Be reliable with a sense of commitment
- Be able to develop a planned program of activities varying these to suit the age and needs of the children.
- Be able to carry out administrative duties in line with the clubs procedures.
- Recognize that the quality of the Extended Services provision has an impact on learning and on pupil's attitude to school
- Be confident in liaising with parents in a professional manner.
- Have due regard for safeguarding and promoting the welfare of children and young people, following the school's child protection and safeguarding procedures.

We can offer you:

- An active school community with supportive parents;
- An award winning learning environment
- Excellent professional development opportunities;
- The opportunity to help shape and lead an integral part of the school;
- A supportive working culture that focuses on positive learning behaviour and high expectations for all children;
- The chance to work with a supportive family of schools (REACH2 trust) who share the same passion for primary education

Find out more

Our website www.robertfitzroyacademy.com is full of information about our school. We also have a very lively social media culture at the school which we would expect you to contribute to if you join us. You can see all our social media in one place on the latest news tab on our website.

Key information**Closing Date: 12pm mid day – Friday 3rd June**

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response.

Therefore, we would recommend that you submit your application as early as possible. We are unable to accept cv's

Please note only successful candidates will be notified.

Interviews: Dates to be confirmed**Full details of the interview process will be emailed to successful candidates, please ensure we have the correct email address.**

The application

You are invited to submit an application form to:

Debbie Tapson, HR and Office Manager
The Robert Fitzroy Academy
80 Brampton Road
Croydon
CR0 6JN

Alternatively please email your application to Deborah.tapson@robertfitzroyacademy.org , a signed copy will be required if you are successful. Please ensure you mark clearly on the application form which position you are applying for .

RFA is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced DBS disclosure check is required for this post.

Applicants who have lived/travelled abroad for more than 6 months within the last 10 years will also need to obtain criminal records check from the relevant country.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

The application process and timetable

Application deadline:	12pm 3 rd June 2022
School visits:	Please contact the school office to arrange a visit 0208 662 9700
Interview Date:	To be confirmed
Contract details:	Fixed term for one year with the possibility to extend
Salary:	NJC pay scale point
Start date:	As soon as possible

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#)

Job Description

Senior Play leader

Grade:	NJC Grade 4 SP 8 - 10
Reports to:	Senior Play Leader
Hours:	36 hours per week
Reporting to:	Wrap Around Care Manager

Job Purpose

As the Senior Play leader you will be responsible for supporting the wrap around care manager with the day-to-day management and operation of the breakfast and after school club at The Robert Fitzroy Academy for children aged 4 – 11. It will involve the planning, implementation and evaluation of programmes ensuring activities and resources are safe, high quality and suitable to the needs of the children and in accordance with policies and procedures.

You will also assist the wrap around care manager with a broad range of administrative tasks.

Main responsibilities

- Recognises how the quality of the wrap around care provision has an impact on the learning and on the pupil's attitude to school.
- To undertake appropriate training/staff development.
- To attend & participate in meetings & training sessions either during normal working hours or at other reasonable times as required such as Inset Days
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure that all staff, children and families are treated in a fair and equitable manner in accordance with the Equal Opportunities Policy;
- To undertake any other duties as appropriate and as directed to ensure the smooth and successful running of the provision.

Organisation and Communication

- To liaise and maintain good communication with the school office staff to ensure the smooth running of the club
- To ensure records are properly maintained e.g. register, policies, accident and incident book ensuring confidentiality and data protection of the children, their families and members of staff.
- To demonstrate an ability to work and communicate effectively with other team members, children, parents & carers;
- Liaise with kitchen staff to provide nutritional snacks and promote healthy eating

- Maintaining working relationships with all other site users

Education and Care of Children

- Contribute to the development of a seamless service for children where education and care are part of the daily experiences for all children.
- To provide full care for the children including maintaining a register of children attending the club, and the safe delivery to parents and/or named carers at the end of each session
- Deal professionally with parents and carers questions and queries, and complaints and record and inform them of any incidents/accidents relating to their child.
- Develop and implement quality care and education.
- To organise and supervise a range of stimulating activities, indoor and outdoor, relevant to the age, stage and needs of the children in attendance
- Provide opportunities for children to continue learning outside the classroom using school facilities
- To ensure children are consulted and involved in shaping the Clubs' activities
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of, support and ensure equal opportunities for all.
- Have an understanding of children's development, needs and welfare
- Be a positive role model.
- Contribute to the overall ethos/work/aims of the school.

Health and Safety

- To ensure that the after-school provision is a safe environment for children, that equipment is safe, standards of hygiene are high.
- To provide safe, creative, appropriate play opportunities
- Assist in the management of behaviour in accordance with RFA policies and procedures
- To ensure a clean, tidy environment and packing away tables and equipment at the end of the day
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of fire evacuation procedures and support the wrap around care manager in ensuring fire drills are carried out in line with the schools evacuation policy.
- Administer first aid or refer to an onsite first aider as appropriate

Additional Information

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's [online Equality & Diversity Monitoring Form](#) separately.

Robert Fitzroy Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children's Barred List Check and two satisfactory references.

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Possess good interpersonal and communication skills and the ability to work effectively as a team member. • Ability to develop effective professional relationships • Identifies and promotes best practice and encourage the sharing of ideas • Proactively seek opportunities to increase job knowledge • Proactive with the ability to work using own initiative • Works with others to resolve differences of opinion and resolve conflict • Takes responsibility for own and team actions • Builds strong team ethos where everyone feels valued • Professional, friendly and approachable 	<p>E D E E E E E E E E E E</p>
<p>Other</p> <ul style="list-style-type: none"> • Right to Work in the UK • Enhanced DBS Disclosure (with Child Barred List check) • Commitment to promote and support the aims of REAch2 Academy 	<p>E E E</p>